

REQUIRED DOCUMENTS

LET'S GET STARTED!

Are you an Undergraduate or Graduate Applicant?

UNDERGRADUATE APPLICANTS



If you are applying as an undergraduate, please send:

1. Official high school transcript and English translation*
2. Official high school graduation certificate (if completed) and English translation



Your transcripts must reflect that you have passed three years of college preparatory mathematics.

If you have not graduated from high school, please send:

3. Official middle school transcript and English translation
4. High school enrollment letter

*High school transcripts must show final grades for the last completed semester and courses in progress for the current semester

If you graduated high school more than one year ago, please send:

3. Official documents and English translations verifying academic/professional activities during this period

EXAMPLES: English language school letter, employment letter or other transcripts

If you are an undergraduate transfer student, please send:

3. Official transcript with final grades for last semester and courses in progress for current semester, enrollment letter and English translation from current university/college

GRADUATE APPLICANTS



If you are applying as a graduate, WES evaluation of your academic documents is not required. Please mail us the following:

1. Official undergraduate transcript and English translation
2. Official undergraduate graduation/degree certificate(s) and English translation



Your transcripts should reflect that you have graduated or will graduate from an accredited four-year university or college.

REQUIRED FOR ALL SUBMISSIONS

Documents **MUST** be stamped with a fresh stamp on each page and sealed in a stamped envelope. Copies of original documents are only accepted with official/fresh (non-photocopied) stamps. English translations must be from the issuing institution or government office only. Translations from notaries, agents or professional translators will not be accepted.

SEND TO

International Gateways, ICA
CIES, SJSU
One Washington Square
San José, CA 95192-0215