

Application Checklist

Return the completed application to Vitesse along with the VBP application form with the following:

- ❑ 1 Photocopies of all academic records or documents (*See page 2 for details*)
- ❑ 2 English or French translations
- ❑ 3 Payment by cheque/money order or credit card to Vitesse Re-Skilling Canada Inc.
(see Vitesse application form)

WORLD EDUCATION SERVICES
45 CHARLES STREET EAST • SUITE 700
TORONTO, ONTARIO M4Y 1S2



ENCLOSED

*Your Application for Evaluation of
Foreign Academic Credentials*



WORLD EDUCATION SERVICES

45 Charles Street East, Suite 700, Toronto, Ontario M4Y 1S2
Tel: 416-972-0070 • Fax: 416-972-9004 • Toll Free: 1-866-343-0070 • E-mail: canada@wes.org

For more information, visit our website at: www.wes.org/ca



Dear Applicant:

Thank you for selecting WES, the largest credential evaluation service in North America.

WES provides outstanding service and unequalled value for your money.

- WES standard service is fast — your report is ready in just 10 business days.
- WES evaluates all of your formal academic credentials, regardless of number or complexity, for the one low fee.
- **WES is the authorized credential evaluation service of the Government of Ontario.**

If you have any questions before, during or after the evaluation process, you can call us toll-free at 866-343-0070, send us email at canada@wes.org, or visit our website at www.wes.org/ca

Explanation of Services

The following is a description of the basic types of evaluations prepared by WES. If you do not know the type of evaluation report that is required, please contact the institution, agency or employer to which you will submit the evaluation report and check the type of WES evaluation that they will accept. If they require a customized evaluation, please contact WES.

The information below is applicable for Canada and all fees are in Canadian dollars. GST is included in all fees.

EVALUATION SERVICES & FEES

The evaluation is completed and mailed within ten (10) business days from the day an application, documents and fees are received by WES. Fees must be paid in Canadian dollars. Payments from outside Canada must be drawn on a bank located in Canada or paid by credit card.

Course-by-Course Report - required for VBP \$200 (per application) regardless of the number of documents submitted

Generally used for education, transfer of credit, and occupational regulatory bodies. The report contains the same information as the document-by-document report and, in addition, it provides a breakdown of all post-secondary study in terms of Canadian credits and grade equivalents. This report will be used by Vitesse to determine prior learning equivalency.

RUSH SERVICES & FEES - Optional, but not required for the Vitesse Biotech program

Evaluations are completed and mailed within ten (10) business days unless rush service is specified. Options available are:

Same-Day — The evaluation is completed and mailed within the same business day. \$200 (in addition to evaluation fee)

Three-Day — The evaluation is completed and mailed within three (3) business days. \$100 (in addition to evaluation fee)

DELIVERY OPTIONS- Optional, but not required for the Vitesse Biotech program-charges extra

Evaluations are sent by regular mail unless overnight courier service or registered mail is specified.

Express Delivery — Overnight courier service may be requested for an additional fee of \$20.00 (for U.S.A. \$30.00) for each address.

International Express — International courier service may be requested for an additional fee of \$60.00 for each address.

Registered Mail — Registered Mail (Canada only) is available for an additional fee of \$10.00 for each address.

ADDITIONAL REPORTS- Optional, but not required for the Vitesse Biotech program - charges extra

Our basic service includes sending one official copy of your evaluation report to you, and one to the institution of your choice. Additional reports requested at the time of the initial application are \$15.00 per report. For reports requested after the evaluation has been completed, the fee is \$30.00 for the first report and \$15.00 for each additional report.

Guidelines for Submitting Documents

WES evaluates only formal educational credentials and reserves the right not to accept an application for evaluation.

For more information, visit our website at: www.wes.org/ca

DOCUMENTS REQUIRED

Evaluations require complete documentation. Our general document guidelines are given below. Specific details for each country are provided in the “REQUIRED DOCUMENTS” section of our web site www.wes.org/ca

1. Submit clear and legible photocopies of all original educational documents, that is:
 - All final degrees, diplomas and certificates - see below for country-specific requirements
 - All transcripts/marksheets/academic records that show all the subjects studied, examinations and grades obtained
2. Submit clear and legible photocopies of precise word-for-word English or French translations of all foreign language documents

To obtain your evaluation without delay, please review the guidelines carefully and submit ALL documents as required.

- **Post-secondary academic transcripts/marksheets must be sent directly to WES by the issuing institution in:**

Australia, Bahrain, Belgium, U.S.A., Commonwealth Caribbean, Cyprus, Denmark, Eritrea, Ethiopia, Finland, Ghana, Hong Kong, Iceland, Ireland, Israel, Japan, Jordan, Kenya, Korea, Kuwait, Lebanon, Malaysia, Netherlands, New Zealand, Nigeria, Norway, Oman, Philippines, Qatar, Saudi Arabia, Singapore, South Africa, Sweden, Switzerland, Taiwan, Tanzania, Thailand, United Arab Emirates, United Kingdom, Yemen, Zambia, Zimbabwe.

All such documents are confidential and become the property of WES.

- **For countries where institutions issue documents in English, all certificates and transcripts must be submitted in English.**
- **European countries where the Diploma Supplement is available:** Please request that, if possible, the institution issue post-secondary academic documents according to the “Diploma Supplement” template developed by the Joint European Commission/Council of Europe/UNESCO Working Party.
- **Algeria/Lebanon/Morocco/Tunisia:** Documents must be issued in French by the academic institution.
- **China:** Graduation and Degree certificates, transcripts issued in Chinese by the academic institution.
- **India/Pakistan/Bangladesh:** Degree certificate(s) or provisional degree certificate(s) and all university-issued mark sheets with *exact paper titles*. College-issued mark sheets alone are not sufficient.
- **Latin America:** Degree/Certificate (Título/Licenciado); transcripts (Certificado de Notas / Calificaciones) indicating all subjects studied with grades and credits or hours of study.

PROCEDURES AND POLICIES

Requests for Additional Information or Documents after Initial Review of Application —

If documentation is incomplete or additional information is required to prepare an accurate evaluation, a document request is issued. *WES reserves the right to request original documents or to verify documents with the issuing institution. An evaluation report is prepared only after WES is satisfied that all necessary material has been received.*

Re-Evaluations — Requests for re-evaluation based on documents that were not submitted with the original application constitute a new evaluation and a second payment of the basic fee is required. Likewise, when an applicant requests that a completed document-by-document evaluation report be changed to a course-by-course evaluation report, the full course-by-course evaluation fee of \$200.00 is required.

From Course-by-Course to Document-by-Document report — If WES determines that a course-by-course evaluation report cannot be prepared, a document-by-document report will be issued along with a refund for the difference in fees.

Re-Evaluations of Equivalencies — WES evaluations are based on the best information and resources available to professional assessors in Canada. WES reserves the right to revise educational equivalencies as additional information becomes available.

Document Verification — WES verifies documents for authenticity. When any document submitted with an application is found to have been altered, forged or tampered with in any manner, the application is cancelled and the documents are retained by WES. WES will notify all recipients indicated on the application form as well as other appropriate authorities.

Fees are not refundable once an application is submitted. Returned checks are subject to an additional \$30 fee.

PLEASE MAIL YOUR COMPLETED APPLICATION TO:

WORLD EDUCATION SERVICES
45 Charles Street East
Suite 700
Toronto, Ontario M4Y 1S2

Tel: 416-972-0070
Fax: 416-972-9004
Toll Free: 1-866-343-0070
E-mail: canada@wes.org



Application for Evaluation of Foreign Educational Credentials

SERVICE OPTIONS *Please first read pages 1 and 2 of this application.*

Primary Purpose of Assessment NB: VBP applicants select "education"

☐ Education ☐ Employment ☐ Immigration ☐ Occupational Regulatory Body: Field _____ Province _____

Application Fees — Choose one. See page 1 for details.

☐ Course-by-Course (\$200)

Rush Services — *Optional* ☐ Same-day (add \$200) ☐ Three-day (add \$100)

Additional Reports optional, not required by Vitesse-extra charge applies (\$15 each) Number requested _____ x \$15 = \$ _____

Delivery Options - optional, not required by Vitesse-extra charge applies

Evaluation report sent to me: ☐ Overnight (Canada add \$20) ☐ Overnight (USA add \$30) ☐ International Express (add \$60) ☐ Registered Mail (add \$10)

Additional reports sent: ☐ Overnight (Canada add \$20) ☐ Overnight (USA add \$30) ☐ International Express (add \$60) ☐ Registered Mail (add \$10)

TOTAL AMOUNT Add the amounts for all items checked above. \$ _____

PAYMENT OPTIONS

☐ **Cheque / Money Order Enclosed- Payable to Vitesse Re-Skilling Canada Inc.**

☐ **Charge my:** (*Check one*) ☐ VISA ☐ MasterCard ☐ American Express

Credit Card Number _____ Exp. Date _____

Signature of Cardholder (*required*) _____

Cardholder Name and Address (*if different than applicant*) _____

PERSONAL INFORMATION — Please print or type.

Name _____ Date of Birth _____
Last/Family First/Given Second Month/Day/Year

Mailing Address _____
Number and Street Flat/Apt. Number

City _____ Province/State _____ Postal Code/Zip _____ Country _____

Day Phone Number _____ Fax _____ E-mail _____

Preferred Method of Contact ☐ Mail ☐ Fax ☐ E-mail

Country of Birth _____ Male ____ Female ____

Have you ever submitted an application to WES? ☐ Yes ☐ No If yes, date _____ Ref.# _____

How did you hear about, or who referred you to WES? _____

List all educational institutions attended, beginning with secondary school and including the one you are currently attending.

Name of Institution	Country	Dates of Attendance From To	Name of Diploma/Certificate (in original language)	Year of Graduation
---------------------	---------	--------------------------------	---	-----------------------

a. _____

b. _____

c. _____

SEND AN EVALUATION REPORT TO — If you want a copy of the report sent to an educational institution, employer, or occupational regulatory body, please indicate their exact name(s) and address(es) below. Attach additional sheet if there are more than 2 addresses. The first copy is complimentary. See page 1 for details.

1. Vitesse Re-Skilling Canada Inc. - VBP

1200 Montreal Rd. Bldg M-50

Ottawa, Ontario

K1A 0R6

2. _____

City _____ Province/State _____ Postal Code/Zip _____

I certify that: All of the information provided in the application is correct; I have read the instructions and conditions provided with this application and agree to the terms stated therein; the report is advisory and not binding upon any agency or institution that uses it. I understand that fees are not refundable once an application is submitted. Finally, I release World Education Services from any liability for damages resulting from the use to which I or any agency or institution puts the evaluation report.

Name (*printed*) _____ Signature _____ Date _____