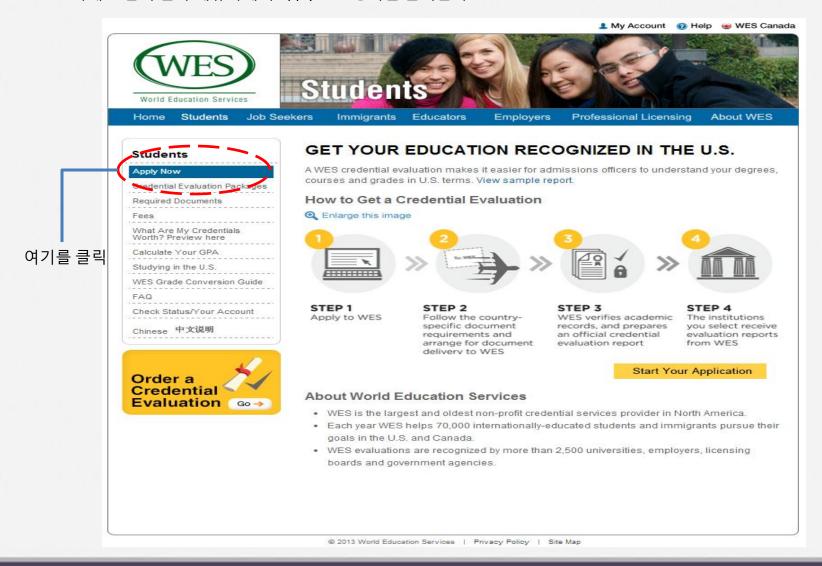
World Education Services (WES) 온라인 신청 방법

- 1. 인터넷을 연결한 후 WES 홈페이지 www. wes.org 를 방문한다.
- 2. 홈페이지에서 아래 그림처럼 student 부분을 선택하여 클릭한다.

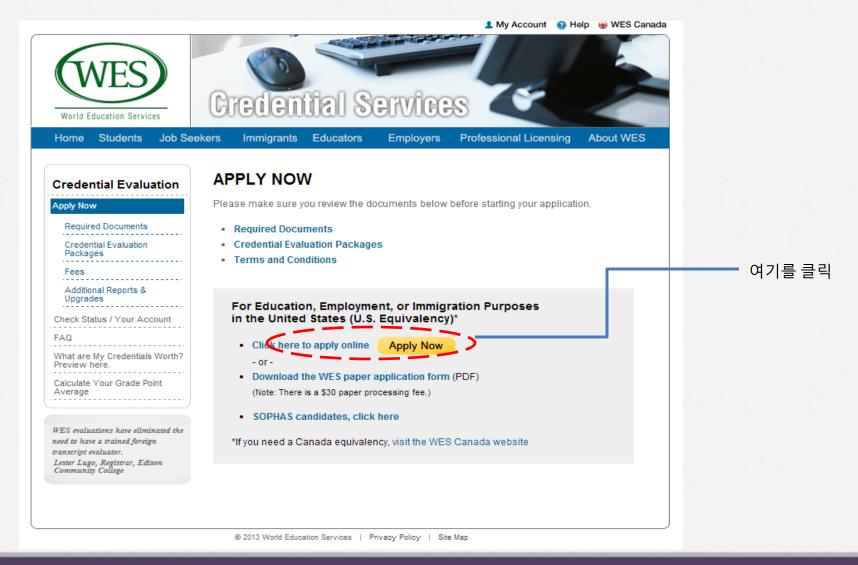


3. 아래 그림의 왼쪽 메뉴바에서 Apply Now 항목을 클릭한다.



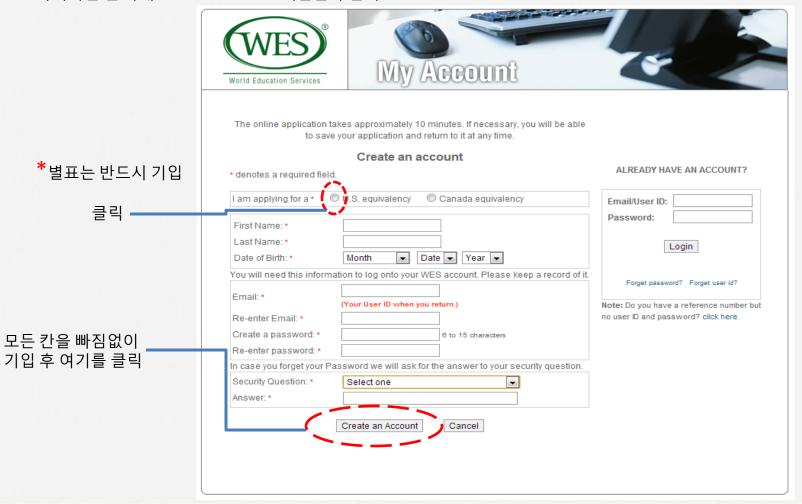


4. Apply Now 창이 열리면 Click here to apply online 부분을 클릭한다.





5.스크린이 바뀌면 아래와 같이 개인정보를 입력한 후 하단에 위치한 Security Question 버튼을 아래로 열어 그중 한가지 질문을 선택하고 아래 빈칸에 답을 기록한다. 여기에서 어떤 질문을 선택해도 상관없다. 입력이 마쳐지면 맨 아래 Create an Account 버튼을 누른다.





6. 위의 5번의 과정을 마치면 아래의 화면이 등장한다. 여기에는 앞부분에서 입력한 기본정보가 그대로 나오는데 이부분은 다시 입력할 필요가 없으며, 그 외의 정보를 입력한다.

S. Application Personal Info Your Education Your Evaluation Services & Fees Payment Info Review & Submit of the S	WES World Education Services	Apply Online
* denotes a required field Personal Info * denotes a required field Personal Information Last (Family) Name * First (Given) Name * Gidong Second (Middle) Name Do your documents include a previous name that has been changed? Ye No Second (Middle) Name Date of Birth * U.S. Social Security Number ('ryou have one) Current Address Country of Residence* Street/P.O. Box * State / Province * State / Province * Stale / Province * Stale / Province * Stale / Province * Stale / Description of the province	S Application	
* denotes a required field Personal Information Last (Family) Name * Hong First (Given) Name * Gildong Second (Middle) Name Do your documents include a previous name that has been changed? Yet No Gender * Male Female Date of Birth * January 1 1 1925 V U.S. Social Security Number (ryou have one) Current Address Country of Residence* Street/P.O. Box * City * State / Province * Select. Zigor Postal Code * US/Canada Other Login Information Email Address: * Kidmin@nobts.edu Kidmin@nobts.edu Kidmin@nobts.edu Kidmin@nobts.edu Where were you born? First first for the answer to your security question. Security Question: * Have you ever submitted an application to WES before? * Yet No How did you hear about WES? * Select ** Have you ever submitted an application to WES before? * Yet No How did you hear about WES? * Select ** ** ** ** ** ** ** ** **		
Personal Information Last (Family) Name * Hong First (Given) Name * Gildong Second (Middle) Name Do your documents include a previous name that has been changed? Ye No Gender * Male Female Date of Birth * January 1 1 1925 * US. Social Security Number (Iryou have one) Current Address Country of Residence* Country of Residence* Street/P.O. Box * Street/P.O. Box * Street/P.O. Box * Us/Canada Other Login Information Email Address: * kdmin@nobts.edu Password: * Us/Canada Other Login Information: * kdmin@nobts.edu Password: * Security Question: * Kdmin@nobts.edu If you forget your password we will ask for the answer to your security question. Have you ever submitted an application to WES before? * Yea No How did you hear about WES? * Select	Personal Info Your Educa	tion Your Evaluation Services & Fees Payment Info Review & Subm
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Last (Family) Name * Hong First (Given) Name * Gildong Second (Middle) Name Do your documents include a previous name that has been changed? Yes No Gender * Male Female Date of Birth * January 1 1925 U.S. Social Security Number (rivou have one) Current Address Country of Residence* Street/P.O. Box * City * State / Province * Zip or Postal Code * Telephone Number Fax Number US/Canada Other Fax Number US/Ca	Personal Information	
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Second (Middle) Name Do your documents include a previous name that has been changed? Yes No Gender* Male Female Date of Birth* January 1 1925* U.S. Social Security Number (fryou have one) Current Address Country of Residence* Street/P.O. Box* City* State / Province * Zip or Postal Code* Telephone Number Fasx Number US/Canada Other Login Information Email Address: kdmin@nobts.edu Us/Canada Other Password: Confirm Email: * Redmin@nobts.edu Security Question: * Where were you born? If you forget your pessword we will sak for the answer to your security question. Security Question: * Where were you born? If you forget your pessword we will ask for the answer to your security question. Have you ever submitted an application to WES before? * Yes No N		
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Country of Residence* Country of Residence* Street/P.O. Box * City * State / Province * Zip or Postal Code * Telephone Number Fax Number Login Information Email Address: * Confirm Email: * Confirm Email: * Confirm Password: * Confirm Password: * Confirm Password: * Security Question: * Have you ever submitted an application to WES before? * No How did you hear about WES? * Select		January V 1 V 1925 V
Country of Residence* Street/P.O. Box * City * State / Province * Zip or Postal Code * Telephone Number Fax Number US/Canada Other Login Information Email Address: * kdmin@nobts.edu Confirm Email: * Password: * Confirm Password: * Security Question: * Where were you born? * If you forget your password we will ask for the answer to your security question. Seoul Have you ever submitted an application to WES before? * Yea No How did you hear about WES? * Select		
Country of Residence* Street/P.O. Box * City * State / Province * Zip or Postal Code * Telephone Number Fax Number Login Information Email Address: * kdmin@nobts.edu Login Information Email Address: * Confirm Email: * Password: * Confirm Password: * Security Question: * Where were you born? * If you forget your password we will ask for the answer to your security question. Seoul Have you ever submitted an application to WES before? * Yea No How did you hear about WES? * Select	Current Address	
Street/P.O. Box " City " State / Province " Zip or Postal Code " Telephone Number Fax Number US/Canada Other Fax Number US/Canada Other Login Information Email Address: " kdmin@nobts.edu Confirm Email: " kdmin@nobts.edu Password: " Confirm Password: " Security Question: " Where were you born? If you forget your password we will ask for the answer to your security question. Seoul Have you ever submitted an application to WES before? " Year No How did you hear about WES? " Select		
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City * State / Province * Zip or Postal Code * Telephone Number		United States of America ▼
State / Province * Select Zip or Postal Code *	Street/P.O. Box *	
State / Province * Select Zip or Postal Code *		
State / Province * Select Zip or Postal Code *		
Zip or Postal Code " Telephone Number		
Telephone Number US/Canada Other		
Email Address: *		
Email Address: * kdmin@nobts.edu Confirm Email: * kdmin@nobts.edu Password: *		
Email Address: * kdmin@nobts.edu Confirm Email: * kdmin@nobts.edu Password: *	Login Information	
Confirm Email: * kdmin@nobts.edu Password: *	Logiii iiiioiiiiatioii	
Confirm Email: " kdmin@nobts.edu Password: "	Email Address: *	Indusis Openham and a
Password: * Confirm Password: * Security Question: * Where were you born? If you forget your password we will ask for the answer to your security question. Seoul Have you ever submitted an application to WES before? * Yes No No How did you hear about WES? * Select		
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Answer: * If you forget your password we will ask for the answer to your security question. seoul Have you ever submitted an application to WES before? * Yes No How did you hear about WES? * Select	Security Question: *	Where were you born?
Have you ever submitted an application to WES before? * OY ONO How did you hear about WES? * Select	Answer: *	If you forget your password we will ask for the answer to your security question.
How did you hear about WES? * Select		seoul
How did you hear about WES? * Select ▼		
Academic Advisor 선택		
* Academic Advisor 신 넥		Andomic Advisor MEH
		* Academic Advisor 신넥

서류들 중에서 이름이 바뀌어 다른 이름으로 된 서류가 있는지 표시.(대부분 No 선택)

소셜번호가 있는 경우는 입력하고 없는 경우는 빈칸으로 남긴다.

주소와 Login 정보를 정확히 입력한다. 한국의 주소인 경우는 번지,도로명,동 또는 구, 도시명 순으로 기록한다.

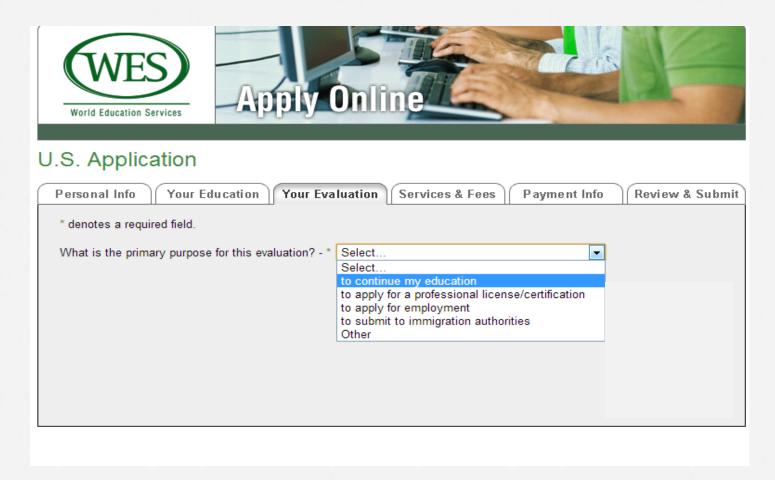
이전에 WES를 이용해본 적이 있으면 Yes, 없으면 No를 선택한다.

모든 정보 입력 후 Next 를 누른다.

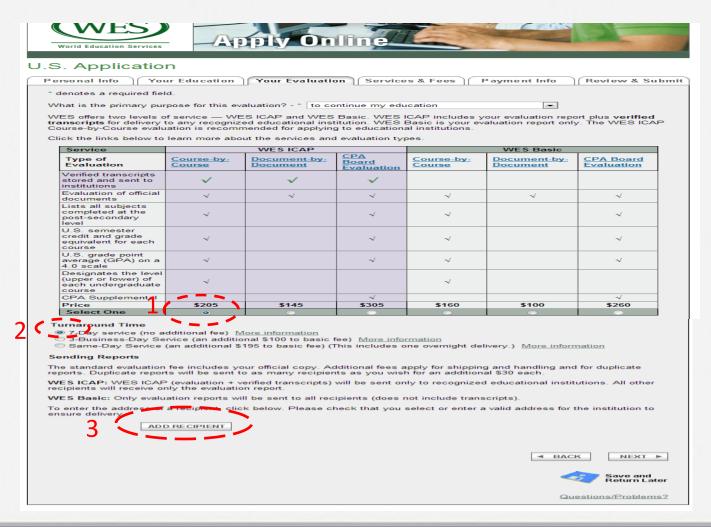
7. 개인정보 입력이 마쳐지면 다음과 같이 학력정보 입력 페이지가 나타난다. Academic Credential 1번에는 대학학부 과정에 관한 정보를 입력한다. 대학이 위치한 나라, 학교명, 학위명, 기관의 종류(Higher Education 선택),학위 수여 년도, 학교를 다닌 년도를 기록한다.동일한 방식으로 Academic Credential 2번란에는 대학원 M.Div. 과정에 관련된 정보를 입력한다. 다만, M.Div. 과정 지원자는 Academic Credential 1번란만 작성하면 된다. 이 과정이 마쳐지면 Next 버튼을 누른다.

World	Education Services	Abbit outline		
U.S. A	Application			
Person	al Info Your Education	Your Evaluation Services	s & Fees Payment Info	Review & Submit
		ou have earned outside of the U.S., by you have a university degree, your		
* denot	tes a required field.			
	emic Credential 1 ry of Education* ct	Jame of Diploma/Certifica	ear A	xwarded *
Name	of Institution *	Selection		Attended *
		Select of	To:	Select ▼
		ed documents for this credential, documents for this credential, and ag	reed to submit my documents	as required by
	emic Credential 2 rry of Education	Name of Diploma/Certifica	e Xear A	warded
Sele	ct		Selec	:t
Name	of Institution	Institution Type Select one		Attended Select
			To:	Select ▼
		ed documents for this credential. ocuments for this credential, and agre	eed to submit my documents a	s required by WES.
Add	another credential			
클릭	another credential			/
_ '			■ Bi	ACK NEXT >
				Save arm Return Later
			S	Questions/Problems?

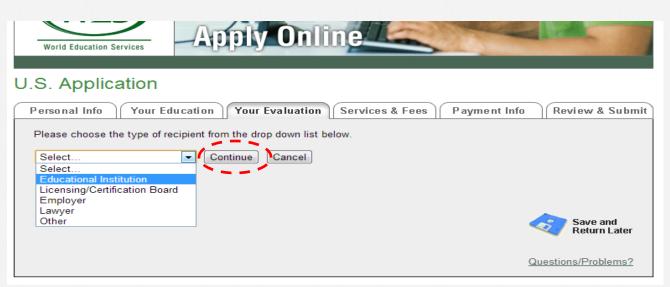
8. Next 버튼을 누르면 아래의 화면이 나타나는데 드랍다운 버튼을 눌러서 to continue my education 을 선택한다.



- 9. 선택이 마쳐지면 아래와 같이 평가방식의 종류를 선택하는 화면이 나타난다.
- 1) 먼저 WES ICAP중에서 Course by Course를 선택한다 (\$205).
- 2) 그 다음 Turnaround Time에서 7-Day service 항목을 선택한다.
- 3) 이 과정이 끝나면 Next 버튼을 누르는 것이 아니라, 왼쪽 하단에 위치한 Add Recipient 버튼을 누른다.



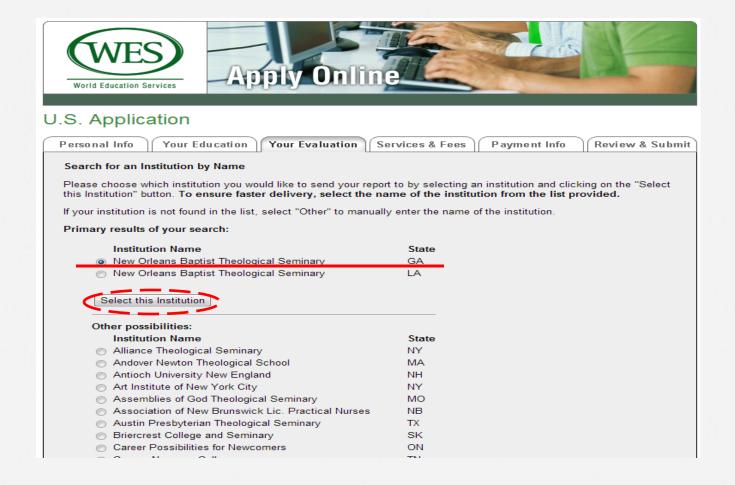
10. 화면이 바뀌면 Drop Down 버튼을 누르고 Educational Institution 을 선택한 후 Continue버튼을 누른다.



11. 다음으로 Search for an Institution by Name화면이 나오면 아래와 같이 빈 칸에 New Orleans Baptist Theological Seminary를 정확하게 입력한 후 Search 버튼을 누른다.



12. 그러면 두 가지 옵션이 화면에 나타나게 되는데, D.Min. 과정 지원자는 New Orleans Baptist Theological Seminary GA를 선택해야 하며, 학부나 M.Div. 지원자는 New Orleans Baptist Theological Seminary LA를 선택해야 한다. 올바른 선택을 한 후에 Select This Institution버튼을 누른다.





13. 위의 12번 과정이 종료되면 아래의 화면이 등장하는데, D.Min. 과정 지원자는 North Georgia Center – Office of Admissions를 선택한다. 이 선택이 마치면 Select 버튼을 누른다.





Questions/Problems?

P.O. Box 5087, Bowling Green Station New York, NY 10274-5087 p: 212-966-6311 f: 212-739-6120

Other

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Privacy Policy | Terms and Conditions

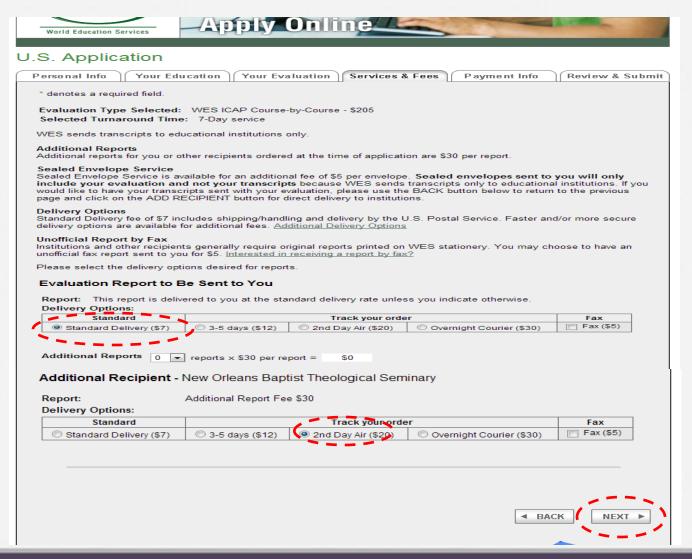


14. 이 과정이 마쳐지면 아래와 같은 화면이 나타나는데 Additional Recipient 내용 중 Attention to에 Korean D.Min. Program 이라고 입력한다 (학부나 M.Div.과정은 Korean Program 입력). 이 과정을 마치고 Next 버튼을 누른다.

reports. Duplicate reports v	will be sent to as many recipients as you wish for an additional \$30 each.
WES ICAP: WES ICAP (er recipients will receive only	valuation + verified transcripts) will be sent only to recognized educational institutions. All other the evaluation report.
WES Basic: Only evaluation	on reports will be sent to all recipients (does not include transcripts).
To enter the address of a reensure delivery.	ecipient, click below. Please check that you select or enter a valid address for the institution to
Additional Recipient	
Type of Recipient *	Educational Institution
Institution or Company	New Orleans Baptist Theological Seminary
Attention To	Korean D.Min.Program
School/Division	North Georgia Center
Department/Office	Office of Admissions
Address *	1000 Johnson Ferry Road
	Room #C115
City *	Marietta
State or Province *	Georgia
Zip or Postal Code *	30068 -
Country *	United States of America Clear Address Delete recipient
ADD A	NOTHER RECIPIENT
	■ BACK NEXT ►
	Save and Return Later
	Questions/Problems?



15. 아래와 같은 화면이 나타나면 Evaluation Report To Be Sent to You부분 중 Delivery Options을 Standard Delivery (\$7)을 선택하고, Additional Recipient에서는2 nd Day Air (\$20) 를 선택한다. 이 선택을 마치고 Next 버튼을 누른다.





16. 그 다음은 Fee Summary가 소개되고 지불 방식을 묻는 부분이 나오는데 크레딧 카드나 Money Order중 택일 하게 되는데, 크레딧 카드의 경우 한국에서 만들어진 크레딧 카드는 사용할 수 없으므로 Money Order를 선택해야 한다. 크레딧 카드가 있으면 Credit Card를 선택한다. 카드를 사용할 경우 머니 오더를 우편으로 보내지 않아도 되며 인증에 걸리는 시간을 단축해 주는 이점이 있다. 머니오더로 지불하는경우, 머니오더의 수취인은 'World Education Service'이며, 지원자의 이름과 18번 화면에 나오는 Reference Number를 기입하여, 직접 WES로 우편을 통해 송부해야 한다. 보낼 주소는 19번 하단 서류 보내는 주소를 사용한다.

AUDIV CIIIIII World Education Services U.S. Application Your Education Personal Info Your Evaluation Services & Fees Payment Info Review & Submit * denotes a required field Please review the summary of charges listed below, and then enter your payment information. To return to a previous page, please use the tabs above or use the BACK button at the bottom of this page. Fee Summary (all currency in US Dollars) WES ICAP Course-by-Course Evaluation \$ 205 30 1 Report(s) Delivery Option: Standard Delivery 7 Delivery Option: 2nd Day Air 20 Total Cost: \$ 262 Select your payment method:

Ocheck/Money Order/Wire Transfer

Ocheck/Money Order/Wire Transfer Do you have a promotional code? *

Yes

No World Education Services uses a secure server that protects your credit card information as well as your personal information.

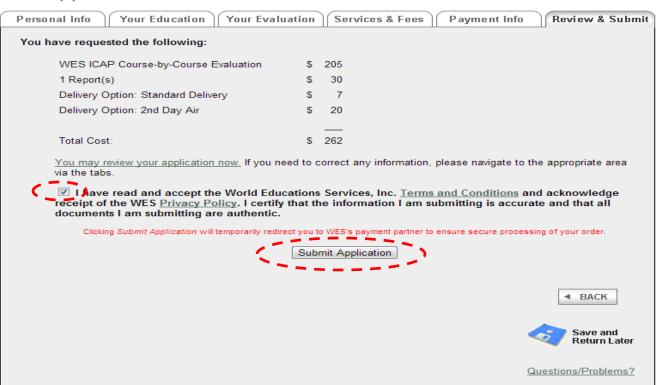
Do you have a promotional code?를 묻는 질문에는 No를 선택하고 Next 버튼을 누른다.



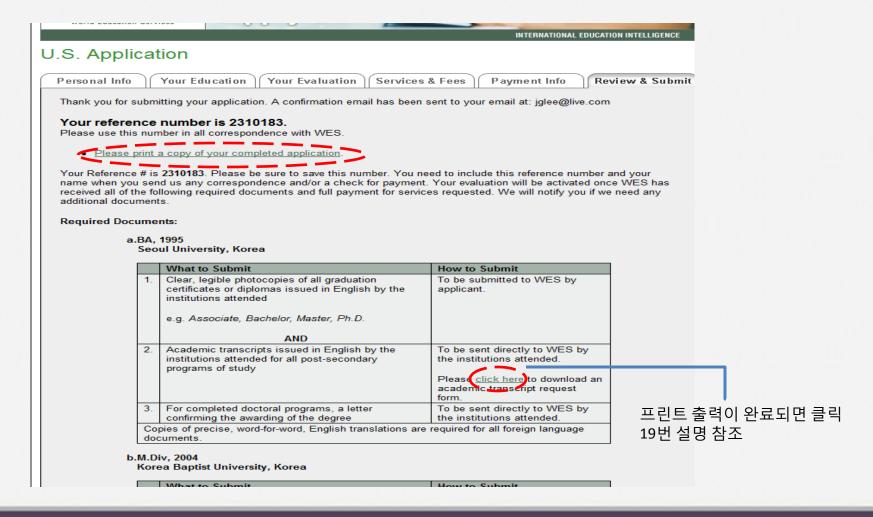
17. 위의 과정 후에 아래와 같은 화면이 나타나면 You may review your application now를 클릭해서 접수 내용을 모두 확인 후 World Education Services의 계약 조건을 읽고 동의 한다는 내용 옆에 있는 박스를 클릭해서 체크를 한 다음에 Submit Application 버튼을 누른다.



U.S. Application



18. Application Submit 버튼을 누르면 아래와 같은 화면이 등장한다. 1) 여기에 있는 Reference Number는 중요하므로 반드시 기록해 두어야 한다. 2) 그리고 Reference Number 아래에 Please print a copy of your completed application을 눌러서 프린터로 출력한 후 완성된 Application을 본인이 보관해야 한다. 이것이 영수증의 역할을 한다. 아래의 스크린을 계속 유지한 채 다음의 단계로 진행한다.





19. 위의 18번에 나타나 있는 화면 중에서 a번 대학 학부 과정 도표 오른쪽 항목 How to Submit 가운데 박스를 보면 Please click here to download라는 부분이 등장한다. 이 부분을 클릭하면 아래와 같이 Request for Academic Records라는 문서가 새 창으로 열린다. 이 문서를 프린터로 출력한 후 중간 점선 윗 부분은 본인이 정보를 입력하여 빈칸을 채우고 서명 및 날짜를 기록한 다음 대학 학부 성적 담당자에게 보내야 한다. 개인정보를 입력할 때 주의할 점은 두번째 가운데 칸에 생년월일을 기입할 때 일/월/년 순으로 해야한다 (예: 생년월일이 1977년 1월 30일 인 경우 30/01/1977 로 기입).

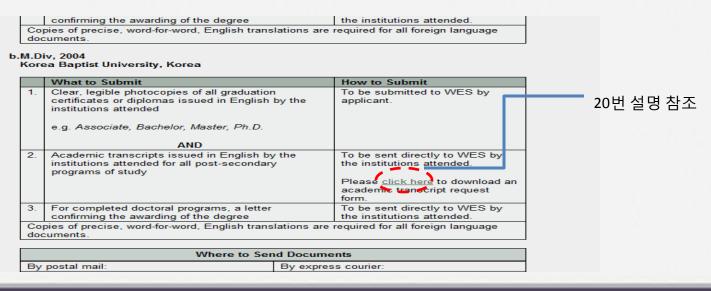
	GAIES					- 생일표기 주의		
	Academic Academic	Records	Request	Form		0 글 표기 1 ᅴ		
	A. For Applicants: This form is provided to facilitate You are responsible for contacting your academic in		ur academic reco	rds by your academic institution.				
	Complete the top part of this form Submit this form to the registrar/controller of ex Trint additional copies of this form as necessar Note that some institutions may charge a fee for	y.	authorized offici	al where you obtained your credentia	l(s).			
	Last/Family Name	First/Given Name	WES	Ref # (if applicable)				
	Previous Name (if applicable)	Date of Birth (dd/mm/y)	yyy) E-ma			보이자서		
	Institution Name	Country		Affended		본인작성		
			From	To(mm/yyyy)				
	Degree Name (if applicable)	Year of Award (If applic	cable)	Major		11.,		
	Student ID or Roll Number at sending Institution (If applicable)					16		
	I hereby authorize the release of my academic record	ds to World Educa	ition Services.					
	Applicant's signature:			Date:	_			
	B. For Authorized Officials: The person names Services. His or her records/statement of marks sho study. 1) Please fill out this form and verify if a degree has 2) Place this form and academic record(s) in an enu 3) Sign and seal the envelope across the back flap.	ould show all subject been awarded and velope.	ts completed and	l all grades/marks awarded for all yes nt attended your institution.				
	Institution Name:							
	Degree obtained: (if applicable)		Date awarded: (mont)	(yr)		대학 작성		
	Name of Official Completing Form: (please print or type)	1	Title:					
	Telephone:	E	Email:			7 1111		
체크 ——	Authorized signature and seal:	hed to this form.		Date:		J		
"	For authorized officials only: Please send this form a	and academic reco	ords directly to	VES using one of the addresses b	elow:			
	By Postal Mail: World Education Services P.O. Box 5087 Bowling Green Station New York, NY 10274-5087 USA	World 64 Be	xpress Courier: d Education Serve eaver St. #146 York, NY 10004	oces	-	— 서류보내·	는 주소	
		_			6/2013			



위의 개인정보를 빠짐없이 기록한 다음 대학의 학적 관계자에게 제출하면 학적 담당자는 점선 아래의 부분을 확인하고 기록하여 서명후 학교의 직인으로 seal을 하고, 하단 부분에 지원자의 성적표를 동봉한다는 내용 옆에 있는 박스를 클릭하여 체크를 한다음 영문 성적표와 기록한 양식을 우편으로 WES로 보내야 한다. 맨 하단에 보낼 주소를 선택할 때 By Express Courier 아래에 있는 주소지로 보내야 한다. 봉투에 기록되는 발신자주소도 대학의 주소를 기록해서 보내야 한다. 지원자 본인의 주소를 써서 보내면 의심을 받아 처리가 지연될 수 있다. 대학 담당자가 대학 봉투를 사용하여 보내는 것이 최선이라 할 수 있다.

성적표는 영문이어야 하며 영문이 아닌 경우 단어 하나 하나를 문자적으로 번역한 번역본을 첨부해야 한다. 그리고 지원자 본인은 졸업장이나 학위증을 컬러로 복사하여 그것을 위에서 언급된 주소로 보내야 한다. 한국의 경우 졸업증명서를 학교에서 성적표와 함께 보낼 수도 있다. 어떤 경우든 Money Order를 WES로 보내는 것은 지원자의 책임이다.

Academic Records Request Form의 작성을 마치면, 다시 18번 화면의 b 항목으로 이동한다.





20.위의 19번 과정이 마쳐지면 18번 스크린 b 항목 2번 오른쪽 칸에 있는 Please click here to download라고 쓰여진 부분에서 click here를 클릭한다. 클릭과 동시에 아래와 같이 또 다른 Request for Academic Records라는 제목의 서류가 새창으로 열리면 프린터로 출력한 후 위 19번에서와 같이 본인이 점선 상단에 개인 정보, 생년월일, M.Div. 학위를 받은 학교 이름, 학교 재학 기간, 학위명, 학위 수여 년도, 전공 등의 정보를 입력하고 서명하고 날짜를 기록한 다음 M.Div. 학위 수여 학교 학적 담당자에게 점선 아래 부분을 작성케 하여 영문 성적표를 동봉하여 By Express Courier아래에 명시된 주소로 보내도록 해야 한다. 이 과정을 마치면 학위 인증 과정이 모두 마쳐진다.

	GATES					-생일 표기 주의	
	Nad Division Oracle Acad	lemic Records	Request	Form	_		
	For Applicants: This form is provided to You are responsible for contacting your act		ou racademic rec	ards by your academic institution.			
	Complete the top part of this form Submit this form to the registrar/contro Print additional copies of this form as real. Note that some institutions may charge	necessary.	er authorized offic	al where you obtained your crede	ential(s).		
			WES	Ref # (if applicable)			
	Last/Family Name	First/Given Name				- 본인 작성	
	Previous Name (if applicable)	Date of Birth (dd/mm/	(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(ı			
	Institution Name	Country	Date	Attended			
	Degree Name (if applicable)	Year of Award (If appl	From (icable)	(mm/yyyy) To (mm	(2000)	11 12	
	Student ID or Roll Number at sending institution (if applicat	sie)					
	I hereby authorize the release of my academ	is records to World Edua	ation Condess			J	
	Applicant's signature:	iic records to World Educ	auon services.	Date:			
	B. For Authorized Officials: The person services. His or her records/statement of n study. 1) Please fill out this form and verify if a de 2) Place this form and academic record(s). 3) Sign and seal the envelope across the branch services.	narks should show all subje gree has been awarded and in an envelope.	cts completed an	d all grades/marks awarded for all int attended your institution.			
	Institution Name:						
	Degree obtained: (if applicable)		Date awarded: (mont	Vyr)		├─ M.Div. 졸업	l학교 삭성
	Name of Official Completing Form: (please print or type)		Title:			F2 1111	
	Telephone:		Email:				
	Authorized signature and seal:			Date:			
체크	□ Yes. The applicant's academic records a	are attached to this form.					
	For authorized officials only: Please send th	is form and academic rec	ends directly to	WES using one of the addresse	s below:		
	By Postal Mail: World Education Services	By E Wor	Express Courier:	ices			11
	P.O. Box 5087 Bowling Green Station New York, NY 10274-5087	64 B	Beaver St. #146 v York, NY 10004			— 서류보내는	- 주소
	USA				6/2013		

