

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.

The screenshot shows the WES website homepage. At the top left is the WES logo with the tagline 'World Education Services'. To the right is a banner with the text 'INTERNATIONAL EDUCATION INTELLIGENCE' and an image of a person reading a book. Below the banner is a welcome message: 'Welcome to World Education Services, your portal to trusted, accurate research and intelligence about foreign academic credentials, institutions and trends. Whether your interest is for academic or professional purposes, we've got the tools and information to help.' Below this are six main navigation buttons: 'Student?', 'Looking for Work?', 'Immigrant?', 'Educator?', 'Employer?', and 'Professional Licensing?'. The 'Student?' button is circled in red. To the right of these buttons is a yellow 'Credential Evaluation' section with links like 'Apply Now', 'Check Status / Your Account', and 'Get an Evaluation Preview'. Below that is a 'News & Updates' section with links to 'The future of international student mobility' and 'WES IGPA Calculator Now'. At the bottom right is an 'AccessWES Users' section with links for 'About WES', 'Help?', 'Community Engagement', and 'WES Canada'. At the very bottom of the page is the copyright notice: '© 2011 World Education Services | Privacy Policy | Site Map'.

WES
World Education Services

INTERNATIONAL EDUCATION INTELLIGENCE

Welcome to World Education Services,
your portal to trusted, accurate research and intelligence about foreign academic credentials, institutions and trends. Whether your interest is for academic or professional purposes, we've got the tools and information to help.

Student?
Click here for trusted credential evaluation services.

Looking for Work?
Click here to improve the credibility of your application.

Immigrant?
Click here for tools and information before and after you arrive in the U.S.

Educator?
Click here for improved, cost-effective admissions and recruiting.

Employer?
Click here to identify top global talent.

Professional Licensing?
Click here for information on professional licensing.

Credential Evaluation

Apply Now
Check Status / Your Account
Order Additional Reports
Returning to Complete Your Application?
Get an Evaluation Preview
→ LEARN MORE

News & Updates

- [The future of international student mobility](#)
- [WES IGPA Calculator Now Includes Secondary Schools](#)

→ Media Inquiries

AccessWES Users

About WES
Help?
Community Engagement
WES Canada

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3. 아래 그림의 왼쪽 선택 버튼 중에서 **Apply Now** 항목을 클릭한다.

The image shows a screenshot of the WES website. At the top right, there are links for HOME, HELP?, and WES CANADA. The main header features the WES logo (World Education Services) on the left and a photograph of three students (two men and one woman) sitting at a desk with the word 'Students' overlaid in large white text. Below the header is a dark green navigation bar with links: Home, Educators, Students, Employers, Job Seekers, Professional Licensing, Immigrants, and About WES. Underneath this bar, the text 'INTERNATIONAL EDUCATION INTELLIGENCE' is displayed. On the right side of the page, there is a small box with the text 'International Education Intelligence'. The main content area is titled 'GET A FAST START ON YOUR U.S. EDUCATION'. It contains several paragraphs of text explaining the WES process, including a section about the WES ICAP (International Credential Advantage Package). On the left side of the main content area, there is a vertical sidebar menu with the following items: Students, Apply Now (circled in red), Credential Evaluation Packages, Required Documents, Fees, What Are My Credentials Worth? Preview here, Calculate Your GPA, Studying in the U.S., WES Grade Conversion Guide, Questions and Answers, Check Status/Your Account, and Chinese 中文说明. At the bottom of the sidebar, there is a promotional box for 'Credential Evaluation Apply Online' with a 'LEARN MORE' button. At the very bottom of the page, there is a footer with the text '© 2011 World Education Services | Privacy Policy | Site Map'.

4. Apply Now 창이 열리면 [Click here to apply online](#) 부분을 클릭한다.



Credential Services

Credential Services

Apply Now

- Required Documents
- Credential Evaluation Packages
- Fees
- Additional Reports & Upgrades

Check Status / Your Account

Questions and Answers

What are My Credentials Worth? Preview here.

Calculate Your Grade Point Average

APPLY NOW

Please review the [documentation requirements](#), [evaluation service packages](#) as well as [WES' Terms and Conditions](#) before starting your application.

For Education, Employment, or Immigration Purposes in the United States

- [Click here to apply online](#)
- OR -
- [Download the WES paper application form](#) (PDF)
(Note: There is a \$30 paper processing fee.)

[SOPHAS candidates, click here](#)

For Education, Employment, or Immigration Purposes in Canada

[WES] professionals have the expertise to evaluate foreign credentials in an accurate and proficient manner. Your evaluations are easy to interpret, turnaround time is exceptional (and) cost is reasonable.

Marvin Daniel, Coordinator of Transfer Admissions, Western Kentucky University

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

WES
World Education Services

INTERNATIONAL EDUCATION INTELLIGENCE

The online application takes approximately 10 minutes. If necessary, you will be able to save your application and return to it at any time.

CREATE AN ACCOUNT

* denotes a required field. ***별표는 반드시 기입**

First Name: *

Last Name: *

Date of Birth: * Month Date Year

You will need this information to log onto your WES account. Please keep a record of it.

Email: *
(Your User ID when you return.)

Re-enter Email: *

Create a password: * 6 to 15 characters

Re-enter password: *

In case you forget your Password we will ask for the answer to your security question.

Security Question: * Select one

Answer: *

[Forget password?](#) [Forget user id?](#)

Note: Do you have a reference number but no user ID and password? [click here.](#)

6. 위의 5 번 과정을 마치면 아래의 화면이 등장한다. 여기에는 앞부분에서 입력한 기본정보가 그대로 나오는데 이 부분은 다시 입력할 필요가 없으며, 다만 1) 서류들 중에서 이름이 바뀌어 다른 이름으로 된 서류가 있는지를 표시하고 (대부분 No 선택), 2) 성별을 선택하고 (남자인 경우 Male), 3) 소셜 번호가 있는 경우는 입력하고 소셜 번호가 없는 사람은 빈칸으로 남긴다. 4) 주소와 Login 정보를 정확히 입력한다. 한국의 주소인 경우는 번지, 도로명, 동 또는 구, 도시명 순으로 기록한다. 5) 이전에 WES 를 이용해본 적이 있으면 Yes, 없으면 No 를 선택한다. 6) 맨 아래 WES 에 대해 어떻게 알게 되었는가를 묻는 질문에는 Academic Advisor 를 선택한 후 Next 버튼을 누른다.

INTERNATIONAL EDUCATION INTELLIGENCE

U.S. Application

Personal Info
Your Education
Your Evaluation
Services & Fees
Payment Info
Review & Submit

* denotes a required field

Personal Information

Last (Family) Name *

First (Given) Name *

Second (Middle) Name

Do your documents include a previous name that has been changed? Yes No

Gender * Male Female

Date of Birth *

U.S. Social Security Number (If you have one) - -

Current Address

Country of Residence*

Street/P.O. Box*

City* [APO/FPO](#)

State / Province*

Zip or Postal Code* -

Telephone Number US/Canada Other
 () - Ext.

Please include Area Code

City *

Marietta

[APO/FPO](#)

State / Province *

Georgia

Zip or Postal Code *

30068

Telephone Number

US/Canada Other

() - Ext.

Please include Area Code

Fax Number

US/Canada Other

() - Ext.

Please include Area Code

Login Information

Email Address: *

gilsoonhong@live.com

Confirm Email: *

gilsoonhong@live.com

Password: *

••••••

6 to 15 characters

Confirm Password: *

••••••

Security Question: *

What is your favorite book?

If you forget your password we will ask for the answer to your security question.

Answer: *

Bible

Have you ever submitted an application to WES before? * Yes No

How did you hear about WES? * University Advisor

NEXT ▶



Save and
Return Later

[Questions/Problems?](#)

7. 개인정보 입력이 마쳐지면 다음과 같이 학력 정보 입력 페이지가 나타난다. **Academic Credential**

1 번에는 대학 학부 과정에 관한 정보를 입력한다. 대학(고등학교)이 위치한 나라, 학교명, 학위명, 기관의 종류(여기에는 **Higher Education 을 선택**), 학위 수여 년도, 학교를 다닌 년도를 기록한다.

M.Div. 과정 지원자와 학부지원자는 Academic Credential 1 번 란만 작성하면 된다. 이 과정이 마쳐지면 Next 버튼을 누른다.

World Education Services **Apply Online**

U.S. Application

Personal Info | **Your Education** | Your Evaluation | Services & Fees | Payment Info | Review & Submit

List all academic credentials that you have earned outside of the U.S., beginning with secondary school and including the one you are currently attending. **If you have a university degree, your secondary school information is not required.**

* denotes a required field.

Academic Credential 1

Country of Education*
Select...

Name of Institution*
[Text Input]

Name of Diploma/Certificate*
[Text Input]

Institution Type*
Select one...

Year Awarded*
Select...

Years Attended*
From: Select...
To: Select...

[Click here to review the required documents for this credential.](#)

* I have reviewed the required documents for this credential, and agreed to submit my documents as required by WES.

Academic Credential 2

Country of Education
Select...

Name of Institution
[Text Input]

Name of Diploma/Certificate
[Text Input]

Institution Type
Select one...

Year Awarded
Select...

Years Attended
From: Select...
To: Select...

[Click here to review the required documents for this credential.](#)

I have reviewed the required documents for this credential, and agreed to submit my documents as required by WES.

[Add another credential](#)

[BACK](#) [NEXT](#)

Save and Return Later

[Questions/Problems?](#)

Click here

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



U.S. Application


Personal Info Your Education **Your Evaluation** Services & Fees Payment Info Review & Submit

* denotes a required field.

What is the primary purpose for this evaluation? - *

Select...
Select...
to continue my education
to apply for a professional license/certification
to apply for employment
to submit to immigration authorities
Other

BACK NEXT ▶

 Save and Return Later

[Questions/Problems?](#)

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

U.S. Application

Personal Info
Your Education
Your Evaluation
Services & Fees
Payment Info
Review & Submit

* denotes a required field.

What is the primary purpose for this evaluation? - * to continue my education

WES offers two levels of service — WES ICAP and WES Basic. WES ICAP includes your evaluation report plus **verified transcripts** for delivery to any recognized educational institution. WES Basic is your evaluation report only. The WES ICAP Course-by-Course evaluation is recommended for applying to educational institutions.

Click the links below to learn more about the services and evaluation types.

Service	WES ICAP			WES Basic		
	Course-by-Course	Document-by-Document	CPA Board Evaluation	Course-by-Course	Document-by-Document	CPA Board Evaluation
Verified transcripts stored and sent to institutions	✓	✓	✓			
Evaluation of official documents	✓	✓	✓	✓	✓	✓
Lists all subjects completed at the post-secondary level	✓		✓	✓		✓
U.S. semester credit and grade equivalent for each course	✓		✓	✓		✓
U.S. grade point average (GPA) on a 4.0 scale	✓		✓	✓		✓
Designates the level (upper or lower) of each undergraduate course	✓			✓		
CPA Supplemental			✓			✓
Price	\$205	\$145	\$305	\$160	\$100	\$260
Select One	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Turnaround Time

7-Day service (no additional fee) [More information](#)

3-Business-Day Service (an additional \$100 to basic fee) [More information](#)

Same-Day Service (an additional \$195 to basic fee) (This includes one overnight delivery.) [More information](#)

Sending Reports

The standard evaluation fee includes your official copy. Additional fees apply for shipping and handling and for duplicate reports. Duplicate reports will be sent to as many recipients as you wish for an additional \$30 each.

WES ICAP: WES ICAP (evaluation + verified transcripts) will be sent only to recognized educational institutions. All other recipients will receive only the evaluation report.

WES Basic: Only evaluation reports will be sent to all recipients (does not include transcripts).

To enter the address of a recipient, click below. Please check that you select or enter a valid address for the institution to ensure delivery.

ADD RECIPIENT

◀ BACK

NEXT ▶

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


U.S. Application

Personal Info Your Education **Your Evaluation** Services & Fees Payment Info Review & Submit

Please choose the type of recipient from the drop down list below.

Select...
Select...
Educational Institution
Licensing/Certification Board
Employer
Lawyer
Other

Continue Cancel

 Save and Return Later

11. 다음으로 **Search for an Institution by Name** 화면이 나오면 아래와 같이 빈 칸에 **New Orleans Baptist Theological Seminary** 를 정확하게 입력한 후 **Search** 버튼을 누른다.

U.S. Application

Personal Info Your Education **Your Evaluation** Services & Fees Payment Info Review & Submit

Search for an Institution by Name

New Orleans Baptist Theoc **Search**

Enter at least one unique word from the institution name.

12. 두 가지 선택화면중에서, **학부나 M.Div. 지원자는 New Orleans Baptist Theological Seminary LA** 를 선택해야 한다. 올바른 선택을 한 후에 Select This Institution 버튼을 누른다.

U.S. Application

Personal Info Your Education **Your Evaluation** Services & Fees Payment Info Review & Submit

Search for an Institution by Name

Please choose which institution you would like to send your report to by selecting an institution and clicking on the "Select this Institution" button. **To ensure faster delivery, select the name of the institution from the list provided.**

If your institution is not found in the list, select "Other" to manually enter the name of the institution.

Primary results of your search:

Institution Name	State
<input checked="" type="radio"/> New Orleans Baptist Theological Seminary	GA
<input type="radio"/> New Orleans Baptist Theological Seminary	LA

Select this Institution

Other possibilities:

Institution Name	State
<input type="radio"/> Alliance Theological Seminary	NY
<input type="radio"/> Andover Newton Theological School	MA
<input type="radio"/> Antioch University New England	NH
<input type="radio"/> Art Institute of New York City	NY
<input type="radio"/> Assemblies of God Theological Seminary	MO
<input type="radio"/> Association of New Brunswick Lic. Practical Nurses	NB
<input type="radio"/> Austin Presbyterian Theological Seminary	TX
<input type="radio"/> Briercrest College and Seminary	SK
<input type="radio"/> Career Possibilities for Newcomers	ON
<input type="radio"/>

13.아래의 선택에서, **학부지원자**는 **Leavell College office of Admission** 을 선택하고,
M.Div 과정 지원자는 **The Graduate School-Office of Admission** 을 선택한다. 이 선택이
마치면 **Select** 버튼을 누른다.

U.S. Application

Personal Info Your Education Your Evaluation **Services & Fees** Payment Info Review & Submit

Select the department or office you wish to send the report to.

New Orleans Baptist Theological Seminary

- Office of Admissions
- Leavell College - Office of Admissions → • 학부 지원자인 경우 선택
- North Georgia Center - Office of Admissions
- The Graduate School - Office of Admissions → 대학원(M. Div) 지원자인 경우 선택
- Other

Select

14. 이 과정이 마치지면 아래와 같은 화면이 나타나는데 **Additional Recipient** 내용 중 **Attention to** 에 **학부나 M.Div.과정은 Korean Program** 입력한다. 이 과정을 마치고 Next 버튼을 누른다.

3-Business-Day Service (an additional \$100 to basic fee) [More information](#)
 Same-Day Service (an additional \$195 to basic fee) (This also includes overnight delivery to the first institutional recipient.) [More information](#)

Sending Reports

WES sends one report to you and one to an institution of your choice (college, employer or agency) at no additional charge when requested at the time of your application. Additional reports will be sent to as many recipients as you wish for an additional \$30 each.

WES ICAP: WES ICAP (evaluation + verified transcripts) will be sent only to recognized educational institutions. All other recipients will receive only the evaluation report.

WES Basic: Only evaluation reports will be sent to all recipients (does not include transcripts).

To enter the address of a recipient, click below. Please check that you select or enter a valid address for the institution to ensure delivery.

Additional Recipient

Type of Recipient *	Educational Institution	
Institution or Company	<input type="text" value="New Orleans Baptist Theological Seminary"/>	
Attention To	<input type="text" value="Korean Program"/>	학부: Leavell College
School/Division	<input type="text"/>	대학원: Graduate Program
Department/Office	<input type="text"/>	학부: Leavell College Office of Admission
Address *	<input type="text"/>	대학원: Graduate Office of Admission
	<input type="text"/>	3939 Gentilly Blvd.,
City *	<input type="text"/>	New Orleans, LA70126
State or Province *	<input type="text"/>	
Zip or Postal Code *	<input type="text"/>	
Country *	<input type="text" value="United States of America"/>	

15. 아래와 같은 화면이 나타나면 **Evaluation Report To Be Sent to You** 부분 중 **Delivery Options** 을 **Standard Delivery (\$7)**을 선택하고, **Additional Recipient** 에서는 **2 nd Day Air (\$20)** 를 선택한다. 이 선택을 마치고 Next 버튼을 누른다.

U.S. Application

Personal Info	Your Education	Your Evaluation	Services & Fees	Payment Info	Review & Submit
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* denotes a required field.

Evaluation Type Selected: WES ICAP Course-by-Course - \$205
Selected Turnaround Time: 7-Day service

WES sends transcripts to educational institutions only.

Additional Reports
Additional reports for you or other recipients ordered at the time of application are \$30 per report.

Sealed Envelope Service
Sealed Envelope Service is available for an additional fee of \$5 per envelope. **Sealed envelopes sent to you will only include your evaluation and not your transcripts** because WES sends transcripts only to educational institutions. If you would like to have your transcripts sent with your evaluation, please use the BACK button below to return to the previous page and click on the ADD RECIPIENT button for direct delivery to institutions.

Delivery Options
Standard Delivery fee of \$7 includes shipping/handling and delivery by the U.S. Postal Service. Faster and/or more secure delivery options are available for additional fees. [Additional Delivery Options](#)

Unofficial Report by Fax
Institutions and other recipients generally require original reports printed on WES stationery. You may choose to have an unofficial fax report sent to you for \$5. [Interested in receiving a report by fax?](#)

Please select the delivery options desired for reports.

Evaluation Report to Be Sent to You

Report: This report is delivered to you at the standard delivery rate unless you indicate otherwise.

Delivery Options.

Standard	Track your order			Fax
<input checked="" type="radio"/> Standard Delivery (\$7)	<input type="radio"/> 3-5 days (\$12)	<input type="radio"/> 2nd Day Air (\$20)	<input type="radio"/> Overnight Courier (\$30)	<input type="checkbox"/> Fax (\$5)

Additional Reports reports x \$30 per report =

Additional Recipient - New Orleans Baptist Theological Seminary

Report: Additional Report Fee \$30

Delivery Options:

Standard	Track your order			Fax
<input type="radio"/> Standard Delivery (\$7)	<input type="radio"/> 3-5 days (\$12)	<input checked="" type="radio"/> 2nd Day Air (\$20)	<input type="radio"/> Overnight Courier (\$30)	<input type="checkbox"/> Fax (\$5)

16. 그 다음은 Fee Summary가 소개되고 지불 방식을 묻는 부분이 나오는데 **크레딧 카드나 Money Order** 중 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 지불하는 경우, 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. **Do you have a promotional code?**를 묻는 **질문에는 No를 선택하고 Next 버튼을** 누른다.

U.S. Application

Personal Info

Your Education

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
1 Report(s)	\$ 30
Delivery Option: Standard Delivery	\$ 7
Delivery Option: 2nd Day Air	\$ 20
	—
Total Cost:	\$ 262

Select your payment method: Credit Card Check/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.

◀ BACK

NEXT ▶

17. 위의 과정 후에 아래와 같은 화면이 나타나면 **You may review your application now** 를 클릭해서 접수 내용을 모두 확인 후 **World Education Services 의 계약 조건을 읽고 동의** 한다는 내용 옆에 있는 박스를 클릭해서 체크를 한 다음에 **Submit Application 버튼**을 누른다.

U.S. Application

Personal Info	Your Education	Your Evaluation	Services & Fees	Payment Info	Review & Submit
You have requested the following:					
WES ICAP Course-by-Course Evaluation		\$	205		
1 Report(s)		\$	30		
Delivery Option: Standard Delivery		\$	7		
Delivery Option: 2nd Day Air		\$	20		
Total Cost:		\$	262		
<p><u>You may review your application now.</u> If you need to correct any information, please navigate to the appropriate area via the tabs.</p>					
<p><input checked="" type="checkbox"/> I have read and accept the World Educations Services, Inc. <u>Terms and Conditions</u> and acknowledge receipt of the WES <u>Privacy Policy</u>. I certify that the information I am submitting is accurate and that all documents I am submitting are authentic.</p>					
<p>Clicking <i>Submit Application</i> will temporarily redirect you to WES's payment partner to ensure secure processing of your order.</p>					
<input type="button" value="Submit Application"/>					
<input type="button" value="← BACK"/>					

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

INTERNATIONAL EDUCATION INTELLIGENCE

U.S. Application

Personal Info Your Education Your Evaluation Services & Fees Payment Info Review & Submit

Thank you for submitting your application. A confirmation email has been sent to your email at: jglee@live.com

Your reference number is 2310183.
Please use this number in all correspondence with WES.

- Please print a copy of your completed application.

Your Reference # is ~~2310183~~. Please be sure to save this number. You need to include this reference number and your name when you send us any correspondence and/or a check for payment. Your evaluation will be activated once WES has received all of the following required documents and full payment for services requested. We will notify you if we need any additional documents.

Required Documents:

a.BA, 1995
Seoul University, Korea

	What to Submit	How to Submit
1.	Clear, legible photocopies of all graduation certificates or diplomas issued in English by the institutions attended e.g. Associate, Bachelor, Master, Ph.D. AND	To be submitted to WES by applicant.
2.	Academic transcripts issued in English by the institutions attended for all post-secondary programs of study	To be sent directly to WES by the institutions attended. Please click here to download an academic transcript request form.
3.	For completed doctoral programs, a letter confirming the awarding of the degree	To be sent directly to WES by the institutions attended.
Copies of precise, word-for-word, English translations are required for all foreign language documents.		

b.M.Div, 2004
Korea Baptist University, Korea

출신학교에 성적표를 요청하는 양식을
다운로드 받기 위해서 위해서 클릭

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

Academic Records Request Form

A. For Applicants: This form is provided to facilitate the release of your academic records by your academic institution. You are responsible for contacting your academic institution directly.

- 1) Complete the top part of this form
- 2) Submit this form to the registrar/controller of examinations or other authorized official where you obtained your credential(s).
- 3) Print additional copies of this form as necessary.
- 4) Note that some institutions may charge a fee for this service.

Last/Family Name		First/Given Name	WES Ref # (if applicable)
Previous Name (if applicable)	Date of Birth (dd/mm/yyyy)		E-mail
Institution Name	Country	Date Attended From: (mm/yyyy) TO: (mm/yyyy)	
Degree Name (if applicable)	Year of Award (if applicable)	Major	
Student ID or Roll Number at sending institution (if applicable)			

I hereby authorize the release of my academic records to World Education Services.

Applicant's signature: _____ Date: _____

B. For Authorized Officials: The person named above requests that their academic records be released to World Education Services. His or her records/statement of marks should show all subjects completed and all grades/marks awarded for all years of study.

- 1) Please fill out this form and verify if a degree has been awarded and/or that the student attended your institution.
- 2) Place this form and academic record(s) in an envelope.
- 3) Sign and seal the envelope across the back flap and send it directly to World Education Services.

Institution Name:	Date awarded: (month/yr)
Degree obtained: (if applicable)	Title:
Name of Official Completing Form: (please print or type)	Address:
Telephone:	

Authorized signature and seal: _____ Date: _____

Yes. The applicant's academic records are attached to this form.

For authorized officials only: Please send this form and academic records directly to WES using one of the addresses below:

By Postal Mail:
World Education Services
P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
USA

By Express Courier:
World Education Services
64 Beaver St. #146
New York, NY 10004
USA

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 한 다음 영문 성적표와 기록한 양식을 우편으로 WES로 보내야 한다. 각 학교의 담당자는 졸업증명서와 성적증명서를 WES로 보내야한다 . 지원자는 WES 비용은 Money Order로 해서 WES주소로 직접 보내야 한다.