



World Education Services

Request for Academic Records

Note to Applicant: It is the responsibility of individual applicants to have their academic records forwarded to WES. Please complete the top part of this form and submit it to the registrar/controller of examinations/or other authorized official at the academic institution where you obtained your credential(s). Print additional copies of this form if necessary. *Please note that some institutions may charge a fee for this service.*

		WES Ref # (if applicable)	
Last/Family Name		First/Given Name	
Previous Name (if applicable)	Date of Birth (dd/mm/yyyy)	E-mail	
Institution Name		Dates Attended From _____ To _____ (mm/yyyy) (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: _____

Note to Authorized Official: The above-named person seeks to have his/her credentials evaluated and requests that a transcript of his/her academic records/statement of marks - showing all subjects completed and all grades/marks awarded for all years of study - be released to World Education Services. Please complete this form, place the form and academic record in an envelope, sign and seal the envelope across the back flap, and send it directly to World Education Services at one of the addresses below.

Name of Official Completing Form (Please type or print)		Title	
Address			
City	Country	Postal Code	
Telephone		Fax	
Email		URL www.	

Confirmation: I confirm that the student named above attended _____ Institution Name

Dates of attendance from _____ to _____
month/yr month/yr

Degree obtained (if applicable) _____
Degree Name Date Awarded (month/yr)

Authorized signature and SEAL _____ Date _____

Yes, the applicant's academic transcript/statement of marks is attached to this form.

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

(PLEASE RETURN THIS FORM TOGETHER WITH THE OFFICIAL ACADEMIC RECORDS/STATEMENT OF MARKS.)