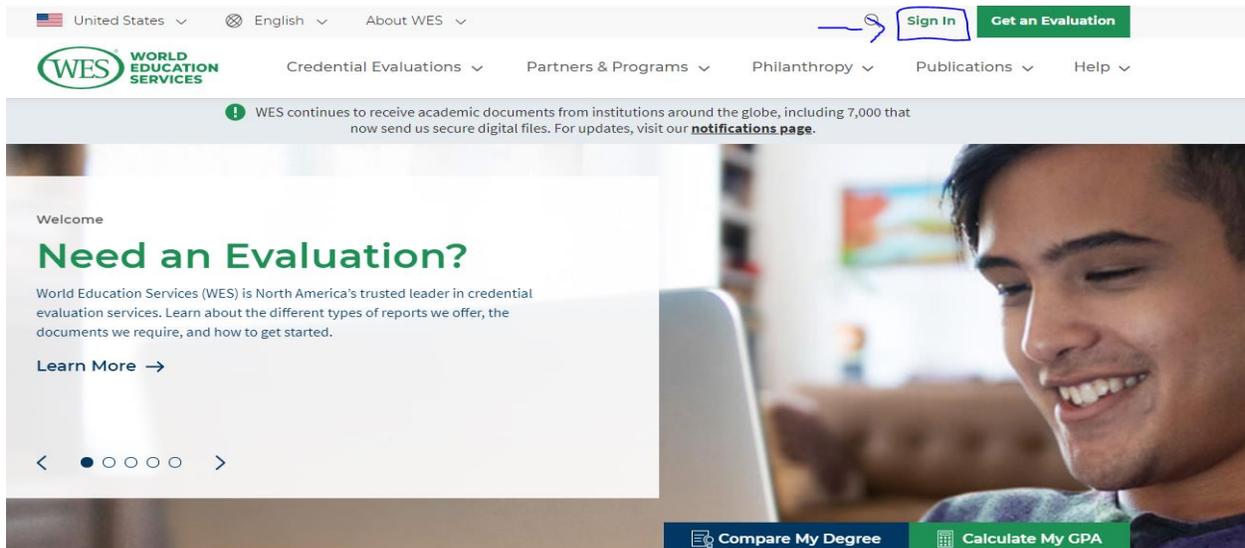
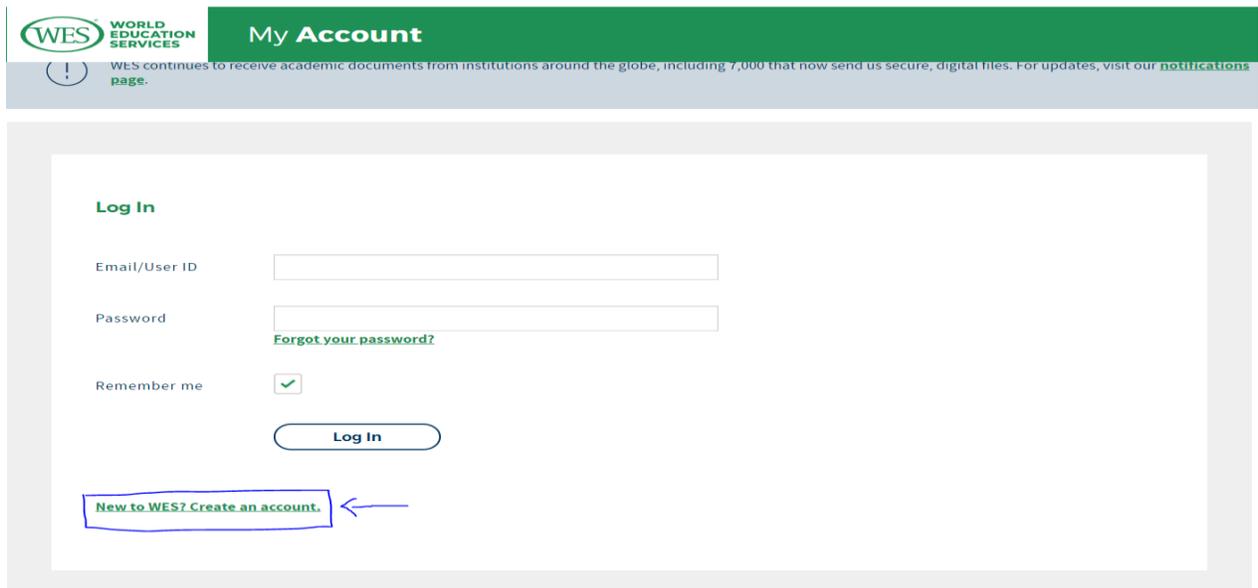


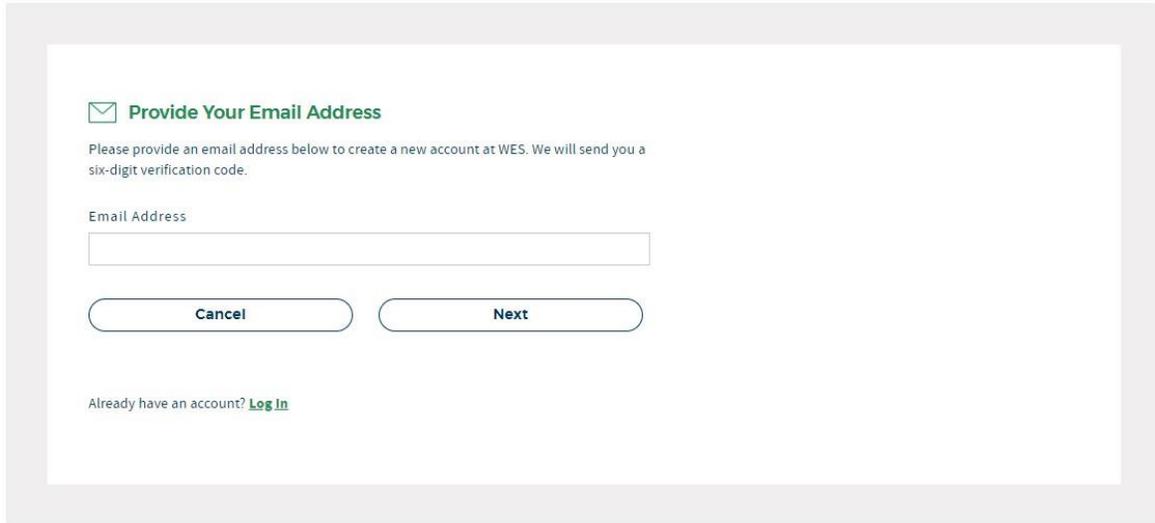
## STEP 1 - WES 로그인하기



1. 구글에 <https://www.wes.org/> 를 입력하여 WES 웹사이트를 연다.
2. 위의 그림같이 "Sign in"을 클릭한다.



3. 위의 그림같이 "New to WES? Create an account." 를 클릭한다.
4. Where will you use your evaluation? 에 대한 질문은 "U.S." 를 클릭한다.



✉ **Provide Your Email Address**

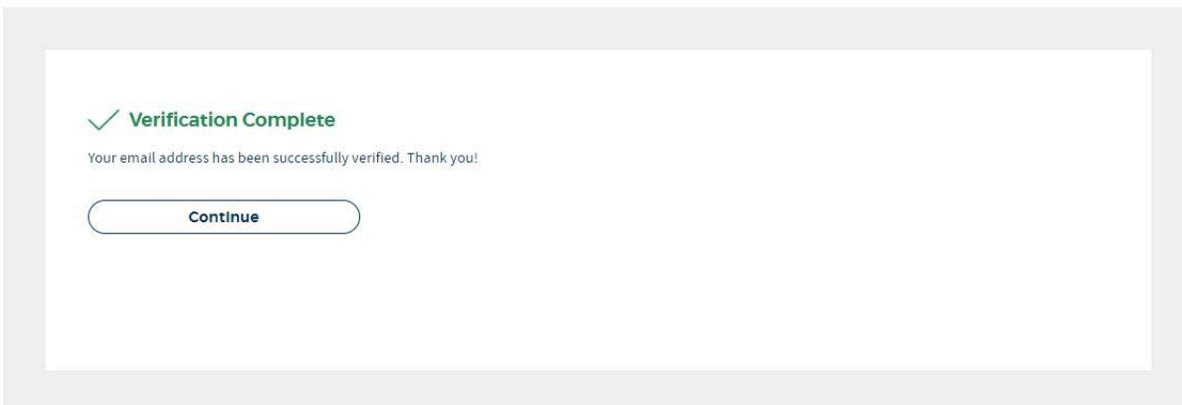
Please provide an email address below to create a new account at WES. We will send you a six-digit verification code.

Email Address

[Cancel](#) [Next](#)

Already have an account? [Log in](#)

5. 본인 이메일을 작성하여 인증 6 자리 코드를 받아 입력한다.



✓ **Verification Complete**

Your email address has been successfully verified. Thank you!

[Continue](#)

6. "continue" 를 누른다.

Create Account

Note: WES requires a separate account for each individual applying for credential evaluation.

Have an Account?

Log In

\* indicates a required field

Your First (Given) Name\* ?

Your Second (Middle) Name

Your Last (Family) Name\* ?

Date of Birth\*

Do you have a WES Reference Number?\*

Yes  No

- Account 를 만들기 위해 본인의 개인 정보를 입력한다. Reference Number 는 없다고 클릭한다.

## STEP 2 - 신청서 작성하기

**My Application (U.S.)** Save & Exit

[English](#) [Français \(beta\)](#)

**Your information** **Your Evaluation** **Review**

○ Personal Information ● Report Purpose ● Your Education ● Report Recipients

**\* Indicates a required field**

How did you hear about WES?\*

Your First (Given) Name\*

Your Second (Middle) Name

Your Last (Family) Name\*

I do not have a last (family) name

Date of Birth\*

Gender\*

Telephone\*

Country code Please include city code

Next

0. 본인의 개인 정보를 다시 한번 더 추가로 입력한다.

WES WORLD EDUCATION SERVICES

My Application (U.S.) Save & Exit

English Français (beta)

Personal Information **Report Purpose** Your Education Report Recipients

**What is the primary purpose of this evaluation?**

Select what this application will be used for from the options below.  
**Note:** Only one option can be selected per application.

Education
 Professional License/Certification
 Employment
 Immigration
 Other

What is the level of education you are pursuing?  
 Undergraduate Transfer Admissions

Previous Next

1. 위에 그림같이 화면이 뜨면 “Education” 그리고 “Undergraduate Transfer Admissions”를 클릭한다.

WES WORLD EDUCATION SERVICES

My Application (U.S.) Save & Exit

English Français (beta)

Your Information **Your Evaluation** Review

Personal Information Report Purpose **Your Education** Report Recipients

**What credentials have you earned?**

You have selected an education package for transfer admission into a North American institution. If you have completed less than one year full-time, post-secondary study, WES recommends that you also include your [secondary education credential](#).

**Note:**

- Each individual must complete a separate WES application.
- Credentials added for other individuals, e.g. a spouse, will not be included in your WES evaluation report.
- WES does not evaluate occupational study, trade qualifications, short-term professional development programs, or work experience.
- If part of your study for this credential was completed at a U.S. Institution, please also indicate U.S. study on a separate entry.

Please note, while WES does not evaluate U.S. credentials, we do need this information to complete your evaluation.

→ **Add Credential**

Previous Next

2. “Add Credential”를 클릭해 졸업한 학교 정보를 넣는다.

3. “Higher Education” 과 “Diploma in Nursing”을 클릭한 후 나머지 개인 정보를 입력한다.

4. “Add Recipients”를 클릭한 후 “World Mission University” 를 입력한다.
5. “Manually Enter Recipient”를 클릭해 아래의 사진처럼 월드미션대학교 정보를 입력한다.  
World Mission University  
500 Shatto Pl. Los Angeles, CA 90020

WES WORLD EDUCATION SERVICES

My Application (U.S.) Save & Exit

English Français (beta)

**Add/Edit Recipient** ✕

Institution or Company\*

Division

Department

Attention To

Country\*

Address\*

City\*

State\*

Zip Code\*  -

Save

Recipient: Please add the recipient information.

Add Recipient Cancel Previous Next

WES WORLD EDUCATION SERVICES

My Application (U.S.) Save & Exit

English Français (beta)

Here is the package we recommend for you: ♥

Features	WES ICAP (Recommended)	WES Basic
Authenticated transcripts stored and sent to institutions	✓	
Evaluation of <a href="#">official documents</a>	✓	✓
Lists all subjects completed at the <a href="#">post-secondary</a> level	✓	✓
U.S. <a href="#">semester credit</a> and grade equivalent for each course	✓	✓
U.S. <a href="#">grade point average (GPA)</a> on a 4.0 scale	✓	✓
Designates the level (upper or lower) of each undergraduate course	✓	✓
<b>Price</b>	<b>\$205.00</b>	<b>\$160.00</b>

[Course-by-Course Evaluation](#) ^

6. 위에 사진처럼 “Course-by-Course Evaluation”에서 WES ICAP 을 선택한다.



Select a delivery option for each recipient.

Recipient 1: You	
<b>Standard (no tracking)</b>	<b>Tracking</b>
<input checked="" type="radio"/> Standard Delivery - \$10.00	<input type="radio"/> 3-5 days - \$15.00
	<input type="radio"/> 2nd Day Air - \$25.00
	<input type="radio"/> Overnight Courier - \$35.00

Recipient 2: World Mission Univeresity	
<b>Standard (no tracking)</b>	<b>Tracking</b>
<input checked="" type="radio"/> Standard Delivery - \$10.00	<input type="radio"/> 3-5 days - \$15.00
	<input type="radio"/> 2nd Day Air - \$25.00
	<input type="radio"/> Overnight Courier - \$35.00

7. 위에 사진처럼 Delivery 옵션을 선택한다.

## STEP 3 - 졸업한 학교에 성적표 요청하기



My Application (U.S.) Save & Exit

English Français (beta)

### Your Requirements Checklist

Please review this list of required documents and how to send them. (Note to applicants: The checklist of required documents is based on the initial information you submit as part of your WES application. If the information is incorrect, we may need to request additional documents.)

#### 1. Academic Transcript

This is an [official document](#) issued in English by the institution you attended that lists all subjects taken and grades earned for each year of study.

**What you need to do:**

**Option 1**



Please ask the institution you attended to send your document directly to WES in a [sealed envelope](#) that is signed or stamped across the back flap by the appropriate official at the institution.

**Option 2**



If the institution gives you the document to send to WES, it must be in a sealed envelope. If the envelope is opened or there is no stamp or signature across the back flap, WES cannot accept the document.

**Helpful forms**

Your institution(s) may require a formal request form. We have created one for your use. You may download and complete the top section of the form below.

[Academic Records Request Form](#)

옵션 1. 직접 졸업한 학교로 봉인된 영어 성적표를 WES 로 바로 가도록 의뢰하고, 이때 성적표와 함께 봉투에 **reference number** 를 적어달라고 요청해야한다.

옵션 2. 만약 졸업한 학교가 봉인된 영어 성적표를 본인에게 보낼 시, 봉투를 열지 말고 WES 로 보낸다.

졸업한 학교에서 공식적인 요청서를 요구할 경우, “Academic Records Request Form”을 작성해 졸업한 학교에 제출한다.

## How to Send Your Documents

**Include Your Reference Number.** Before you send documents, you must complete an application and obtain a reference number. You must write this reference number on each document that you submit to WES. WES is not responsible for documents that arrive without a reference number. Documents that arrive without a reference number can create delays.

**Do Not Send Original Documents.** Every document that you send for evaluation becomes the property of WES. Documents that you submit for evaluation cannot be returned.

**Ask About Sending Digital Documents.** Electronic document transfer allows us to quickly receive academic documents from your institution. This will help expedite the completion of your report. Your institution might already be able to securely send electronic documents to WES. If your institution does not already partner with us, and if they have not already received information about how to get started, please have them [Contact Us](#).

### By Postal Mail

WES Reference No. -----  
World Education Services  
Attention: Documentation Center  
P. O. Box 5087  
Bowling Green Station  
New York, NY 10274-5087  
USA

### By Courier

WES Reference No. -----  
World Education Services  
Attention: Documentation Center  
64 Beaver St. #146  
New York, NY 10004  
USA

This is a courier mail handling facility accepting DHL, FedEx, UPS, etc. Documents should not be delivered in person.

위에 사진에 나와있는 WES 주소로 성적표를 보낸다.