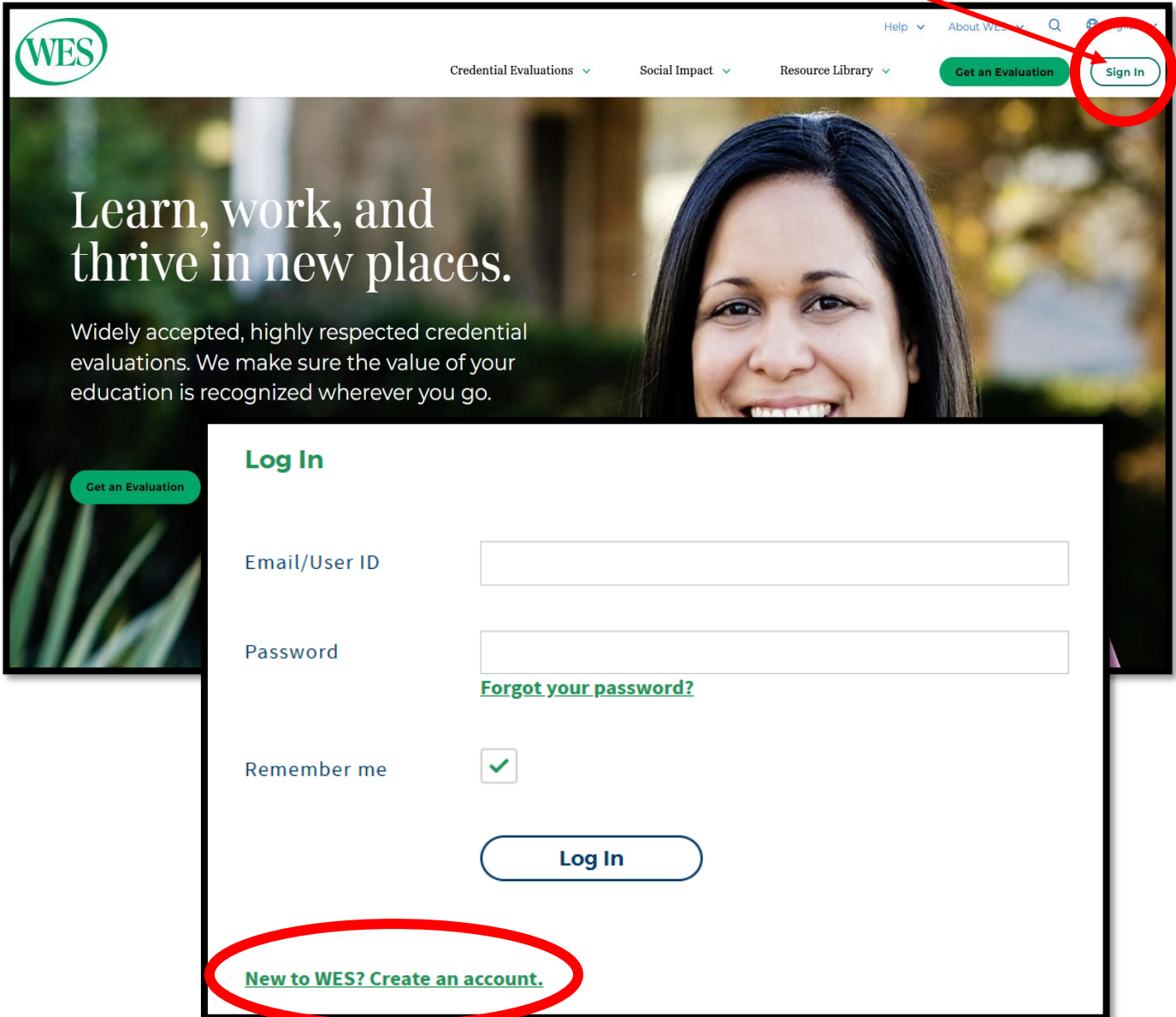# 1. WES 계정 만들기

- WES 웹사이트 (www.wes.org) 로 이동한다.
- 홈 화면 오른쪽 상단 "Sign in" 을 클릭한다.

"New to WES? Create an account" 클릭

- 아래와 같은 창이 뜨면 U.S. 를 선택한다.

Where will you use your evaluation?

(U.S.) (Canada) (New Zealand)

✉ **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

본인의 이메일 주소 입력 후 "Next" 클릭

(Cancel) (Next)

Already have an account? **Log In**

✉ **Verify Your Email Address**

Please check your inbox. A six-digit verification code has been sent to: **online365@wmu.edu**

Enter the code below to verify your email address.

이메일로 받은 인증코드 입력 후 "Submit code" 클릭

(Back) (Submit code)

Can't find your code? **Resend Code**

✓ **Verification Complete**

Your email address has been successfully verified. Thank you!

(Continue)

- 본인의 개인정보를 입력한다.

Create Account

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

* Indicates a required field

Your First (Given) Name* ⑦

Your Second (Middle) Name

Your Last (Family) Name* ⑦

☐ I do not have a last (family) name

Date of Birth* [Month ▼] [Day ▼] [Year ▼]

Do you have a WES Reference Number?*

○ Yes   ● No

Do you have a WES Reference Number? 질문에 "No" 선택

Email*   online365@wmu.edu

Password*

Password requirements: 8-16 characters, 1 uppercase letter, 1 lowercase letter, 1 number, and 1 special character (! @ # $ % ^ & * ( ) _ + - =). Do not include spaces.

Re-enter password*

Security Question*   [Select... ▼]

Security Answer*

When you opt in to WES promotional emails, you agree to receive content to assist you with your credential evaluation and to receive updates about WES and its products. You may update your preferences or unsubscribe at any time through the links in our emails.

☐ I agree to receive promotional emails and newsletter content from WES. I understand that I may unsubscribe at any time.

By clicking "Create Account", you agree to the **WES Privacy Policy**.

Create Account

Have an Account?

Log In

입력 후 "Create Account" 클릭

2. 신청서 작성하기

- 본인의 개인정보를 한번 더 입력한다.

- "Add Credential"을 클릭하여 정보를 기입한다.

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 evalu...

Add Credential

Previous

Add Credential

Country or Territory of Education*	Republic of Korea
Type of Education*	Higher Education
Name of the Institution*	
Name of Diploma/Certificate*	Diploma in Nursing
Your First (Given) Name*	First (Given) name exactly as it appears on your credential.
Your Second (Middle) Name	Second (Middle) name exactly as it appears on your credential.
Your Last (Family) Name*	Last (Given) name exactly as it appears on your credential.
Field of Study	
Year Awarded*	Select...
Years Attended*	From / To

Save

- Type of Education: "Higher Education" 선택
  - Name of Diploma/Certificate: "Diploma in Nursing" 입력

- 본인의 주소를 입력한다

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

Please enter the recipients you would like WES to send your evaluation report to.

Recipient 1: You

Please enter your current residential address (for mail that you receive at home). Copy of your WES credential evaluation report is included in the cost of your evaluation. Your copy will be sent to the address below.

(**Add Your Address**)

Please add your mailing address.

Recipient 2: Institution(s) receiving your report

Please ad

(Add Re

Add Mailing Address   ✕

Please enter your current residential address (for mail that you receive at home). WES will periodically send important updates that might contain private information. To avoid delays, it is essential that our applicants receive all mail sent by WES. Please check that the information you provide below is accurate.

Country or Territory*   [Select Country or Territory ▼]

Street/P.O. Box*   [ ]

[ ]

[ ]

City*   [ ]

State/Province/Region   [ ]

ZIP/Postal Code   [ ]

본인의 mailing address 입력, Delivery Method 선택 후 "Save" 클릭

How would you like us to send your report, once complete?

Delivery Method*   [Select... ▼]

(**Save**)

- 학교 정보를 입력한다.

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

Please enter the recipients you would like WES to send your evaluation report to.

Recipient 1: You

Please enter your current residential address (for mail that you receive at home). Copy of your WES credential evaluation report is included in the cost of your evaluation. Your copy will be sent to the address below.

Add Your Address

Please add your mailing address.

Recipient 2: Institution(s) receiving your report

Please add the institution(s) you want...

Add Recipients

Previous

Recipient 2: Institution(s) receiving your report

Please add the institution(s) you want your report sent to. Each institution you add will result in an additional fee of $34 plus shipping and handling.

Add Recipient

World Mission University 검색

Institution or Company*   World Mission University   Clear

1 result found.

World Mission University

If the recipient you're searching for doesn't appear in the list above, please try again with a more specific name or you may manually enter the recipient's information.

Next

"Next" 클릭

Add Recipient

World Mission University

Office of Admissions
500 Shatto Place
Suite 200
Los Angeles, CA 90020
United States of America

Delivery Method 선택 후 " Add this Recipient" 클릭

Att...

Delivery Method*   Select...

Add this Recipient   Edit Address

- 새로운 창이 뜨면 **"WES ICAP"**을 선택한다.

Features	Course-by-Course Evaluation ⌃	
	WES ICAP (Recommended)	WES Basic
Authenticated 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	✔	✔
Price	**$233.00**	$182.00
	Select	Select

Other available evaluation packages: ⌄

"Next" 클릭

| Previous | Next |

3. Review & Payment

다음 화면으로 넘어가면 WES 로 성적표를 보내는 방법에 대한 안내를 확인할 수 있다.

본인이 직접 이전 학교에 성적표를 요청해야 하며, 성적표를 WES 로 보내는 방법은 총
3 가지가 있다. (마지막 페이지 참조)

안내를 읽고, 다음 화면으로 넘어가 비용을 지불 한 후, 안내서에서 확인한 방법 중
본인이 편한 방법을 선택하여 WES 에 성적표를 보내면 완료된다.

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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 **electronically** to WES.
If your institution uses **Certpia** to issue electronic transcripts, please follow the instructions on your institution's website to have your document issued as an **E-Certificate (전자증명서)** and sent to **submit@wes.org**. WES can only access documents in E-Certificate format within the Certpia platform. Documents issued in "Print Certificate" format will not be accessible by WES.

Note: Please do not assign an expiry date as this can block us from accessing your documents. Electronic transcripts sent as attachments from your personal email address will not be accepted. Whenever possible, include your WES reference number together with your electronic documents. General inquiries or attachments of any kind are not accepted at this email address. For customer service inquiries please **contact us**.

Option 2

If your institution is unable to send documents electronically, please ask them 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 3

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.

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. WES does not require any original documents. Documents that you submit will not be returned and will be destroyed by WES at its sole discretion.

Ask About Sending Digital Documents. Sending your academic documents digitally can expedite the completion of your report. Find out if your institution has a digital partnership with WES. Encourage them to **get started today**.

Pay the shipping charges. If you or your institution are sending your documents through a courier service, you must pay the shipping charges. WES is not responsible for unpaid shipping charges or any customs fees.

By Postal Mail

WES Reference No. _ _ _ _ _ _ _ _
WES Global Documentation Centre
PO Box 2008 Stn Main
Newmarket, ON L3Y 0G5
Canada

By Courier

WES Reference No. _ _ _ _ _ _ _ _
WES Global Documentation Centre
14-145 Industrial Pkwy South
Aurora, ON L4G 3V5
Canada

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

Previous

Next

안내서의 모든 내용을 읽고 숙지하였다면 다음으로 넘어가 결제를 진행하고
WES 로 성적표를 보낸다.

성적표 전송 방법

1. **전자증명서**

   재학한 학교에 전자 성적표를 WES 로 보내도록 요청한다. 만약 해당 학교에서 Certpia 를 사용하여 전자 성적표를 발급하는 경우, 해당 학교의 지침에 따라 성적표를 전자증명서 (E-Cetificate) 형식으로 발급받아 submit@wes.org 로 전송한다.
   WES 에서는 Certpia 플랫폼 내에서 발급된 전자증명서 형식의 문서 열람만 가능하며, "Print Certificate" 형식으로 발급된 문서는 열람이 불가능하다.

   참고: 만료날짜를 지정할 경우 WES 에서 문서 열람이 불가능하므로 만료 날짜를 지정하지 않는다. 개인 이메일 주소로 발송된 성적표는 접수되지 않는다.

2. **우편 (학교에서 직접 발송)**
   재학한 학교에서 전자방식으로 성적표를 보낼 수 없을 경우, 성적표를 봉인된 봉투에 넣어 학교의 담당자가 봉투에 서명 또는 도장을 찍어 WES 로 직접 전송하도록 요청한다.

3. **우편 (본인이 발송)**
   만약 학교에서 본인에게 직접 성적표를 보낸 경우 봉투를 열지 말고 그대로 WES 로 발송한다.

📧 By Postal Mail

WES Reference No. _ _ _ _ _ _ _ _
WES Global Documentation Centre
PO Box 2008 Stn Main
Newmarket, ON L3Y 0G5
Canada

✈️ By Courier

WES Reference No. _ _ _ _ _ _ _ _
WES Global Documentation Centre
14-145 Industrial Pkwy South
Aurora, ON L4G 3V5
Canada

주의사항

- 성적표 발행시 학교/기관에서 직접 발행한 공식 영문 성적표여야 하며, 학기/년도별로 이수한 모든 과목과 점수가 나와야 한다.
- 성적표를 WES 로 전송시 **WES Reference Number** 를 반드시 메모 또는 우편봉투에 함께 기입하여 보내도록 요청한다.