
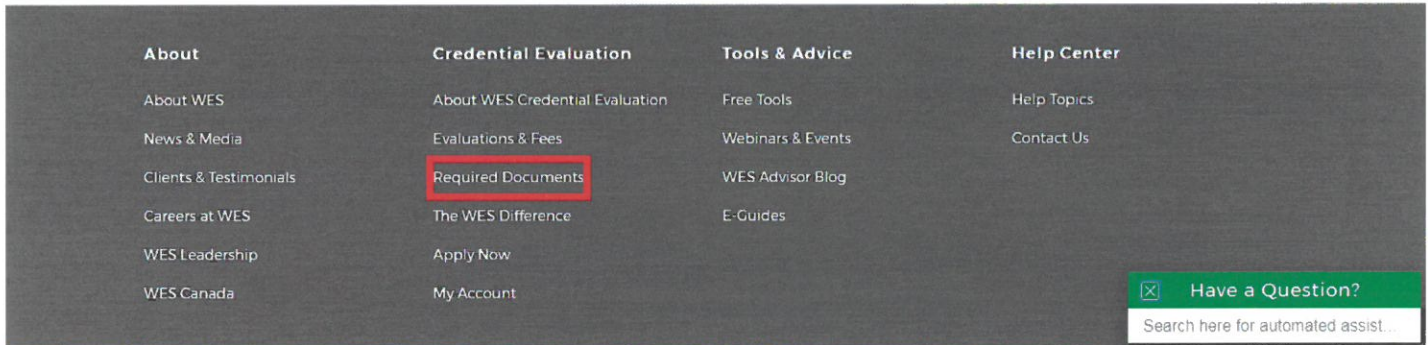


How to Order a Transcript Evaluation:

1. Go to <https://www.wes.org/> and make sure you have selected  [WES United States](#) ▼ at the top right-hand section of the screen.
2. Before creating a login account and ordering a transcript evaluation, please review some 'Credential Evaluation' information provided by WES.
3. Scroll down to the bottom of the page and select 'Required Documents.'



4. Populate the following fields and click 'View Requirements.' A list of criteria will drop down below the view requirements box **instructing you which documents to send to WES, and how to mail them.**

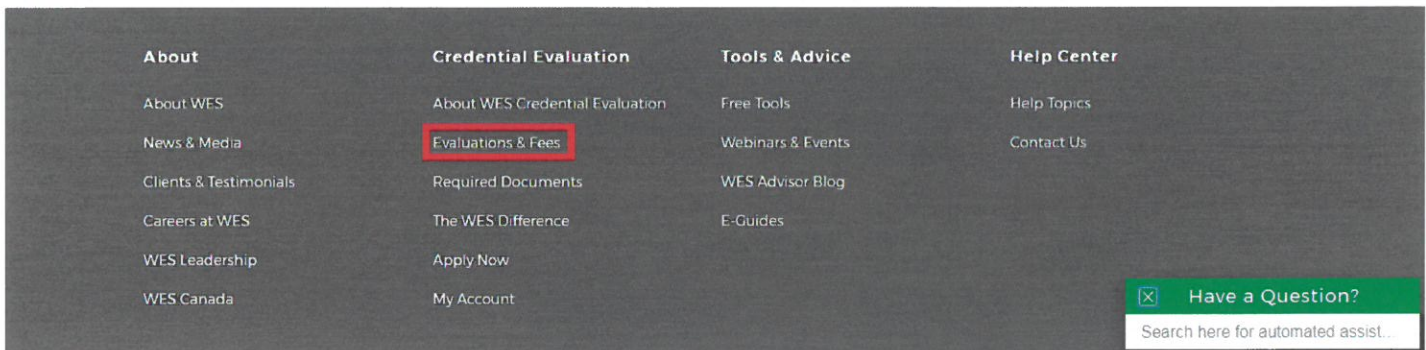
Required Documents

For WES to complete your evaluation, we need documents from you and your institution.
Make your selections below to get a full list of required documents.

Country of Education	China ▼
Type of Education	Higher Education ▼
Which of these apply	Degree Programs (Yi Wai ▼)

[View Requirements](#)

5. Now that you know which admissions documents WES will need to complete your evaluation, select 'Evaluation & Fees' to determine which WES package you will need to order.



6. Select 'Education' on the far left, and a dropdown bar will emerge. Select 'Graduate Admissions'
7. The following message will appear:

Our Recommendation

Based on your selection, you should choose a **Course-by-Course** evaluation. [View sample report.](#)

This report is suitable for transfer and graduate admissions, and licensing and certification boards (except Certified Public Accountants, please see CPA licensing).

A WES Basic Course-by-Course evaluation identifies and describes each of your credentials. It contains:

- The name of the credential
- The requirements for entry
- The program length
- The equivalency in terms of U.S. education
- A list of all courses completed at the post-secondary level
- A U.S. semester credit and grade equivalent for each course
- A U.S. grade point average (GPA) on a 4.0 scale
- A designation of the level (upper or lower) of each undergraduate course

We recommend the Course-by-Course International Credential Advantage Package (ICAP); this means we will store your verified transcripts in addition to your evaluation report for easy sending later.

8. WES recommends the '**Course-by-Course**' evaluation, **which is a requirement for our admissions team**. If you select the **WES Basic Package**, they will mail you a physical copy of your WES evaluation, and it will be your responsibility to mail it to our office. If you choose the **WES ICAP Package**, they will send us an electronic copy upon its completion, and they will also notify us if your evaluation is on hold. For this reason, **we also recommend the WES ICAP Package**.

	Course-by-Course Evaluation 	
Features	WES ICAP (recommended)	WES Basic
Verified transcripts stored and sent to institutions	✓	
Evaluation of official documents	✓	✓
Lists of all courses completed at the post-secondary level	✓	✓
U.S semester credit and grade equivalent for each course	✓	✓
U.S grade point average (GPA) on 4.0 scale	✓	✓
Designates the level (upper or lower) of each undergraduate course	✓	✓
Price	\$205	\$160

9. Now that you've reviewed the 'Required Documents' and 'Evaluation & Fees' sections, you can create an account with WES. After you create your Username and Password, the first section is titled 'Your Information.' Fill out the 'Personal Information', 'Report Purpose' and 'Your Education' section. The next section, '**Report Recipients**' is where you will indicate D'Amore-McKim School of Business as the intended recipient of your evaluation. You can address the document to Jeremy Thompson, one of our admissions employees.



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

Recipient 1: You

Note: A copy of your WES credential evaluation report is included in the cost of your evaluation. Your copy will be sent to the address below.

Test Testerson

360 Huntington Avenue
Boston, MA 02115
United States of America

Would you like to order additional copies for yourself?

☐ Yes ☒ No

Add Recipient

Enter the name of your recipient below.

Institution or Company*

If the school or department you are looking for is not listed below, you may [manually enter the recipient's information](#).

School/Division*

Department/Office Name*

Northeastern University

D'Amore McKim Business School - Office of Graduate Admissions
(electronic delivery only)

350 Dodge Hall
360 Huntington Avenue
Boston, MA 02115
United States of America

Attention To

10. Complete the 'Your Evaluation' and 'Review' section based on steps 3-8.

11. For additional questions, please email Kellianne Frankel (k.frankel@northeastern.edu)