

How to Submit your WES ICAP Course by Course Evaluation

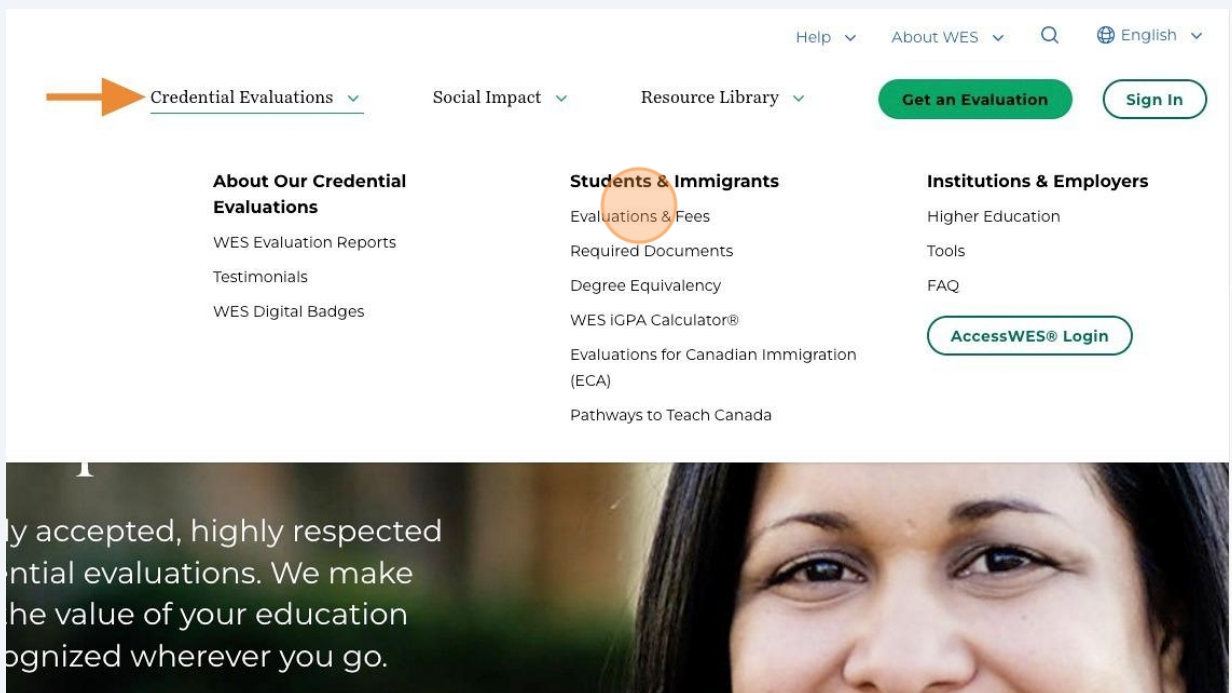
Applies to new master's and doctorate UCR graduate students entering the 2025 - 2026 academic year. Please check your admission portal checklist or the "Official Documents Owed to UCR Graduate Admissions Office" email for additional details.



Important! Please do not request your WES ICAP Course by Course Evaluation until each institution can send transcripts with your final grades and any degree awarded have been posted.

1 Navigate to <https://www.wes.org/>

Under "Credential Evaluations," click "Evaluations & Fees."



2 Click "Get an Evaluation"

\$57 USD
[Learn More](#)

Get your WES Evaluation today. [Get an Evaluation](#)

Included In Our Evaluations [Help](#)

3 Click "United States" and click "Education."

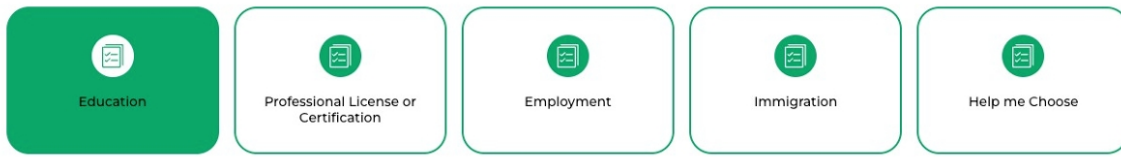
United States Canada

Select the primary purpose of your evaluation.

Education Professional License or Certification Employment Immigration Help me Choose

WES Credential Evaluations [Get an Evaluation](#) Social Impact Programming Canada IICA Resource Library World Education News & Reviews Tools

4 Select the "Graduate Admissions" option.



What level of education are you pursuing?

Graduate Admissions



Credential Evaluations

Get an Evaluation

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WES Digital Badges

Students & Immigrants

Social Impact

Programming

Canada
USA
Gateway Program

Public Policy

Canada
USA

Investing

Resource Library

World Education News & Reviews
Tools
Articles and Insights
Research and Reports

Help

Help
Tools

5 Click "Apply Now" in the ICAP Course-by-Course Evaluation box.

Course-by-Course Evaluation

ICAP

Recommended

\$233

Features

- ✓ 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

Apply Now

Note: Price does not include delivery or additional fees. If you selected WES Basic for your evaluation, you may upgrade to WES ICAP for \$51 if your evaluation is still in-progress.

Course-by-Course Evaluation

Basic

\$182

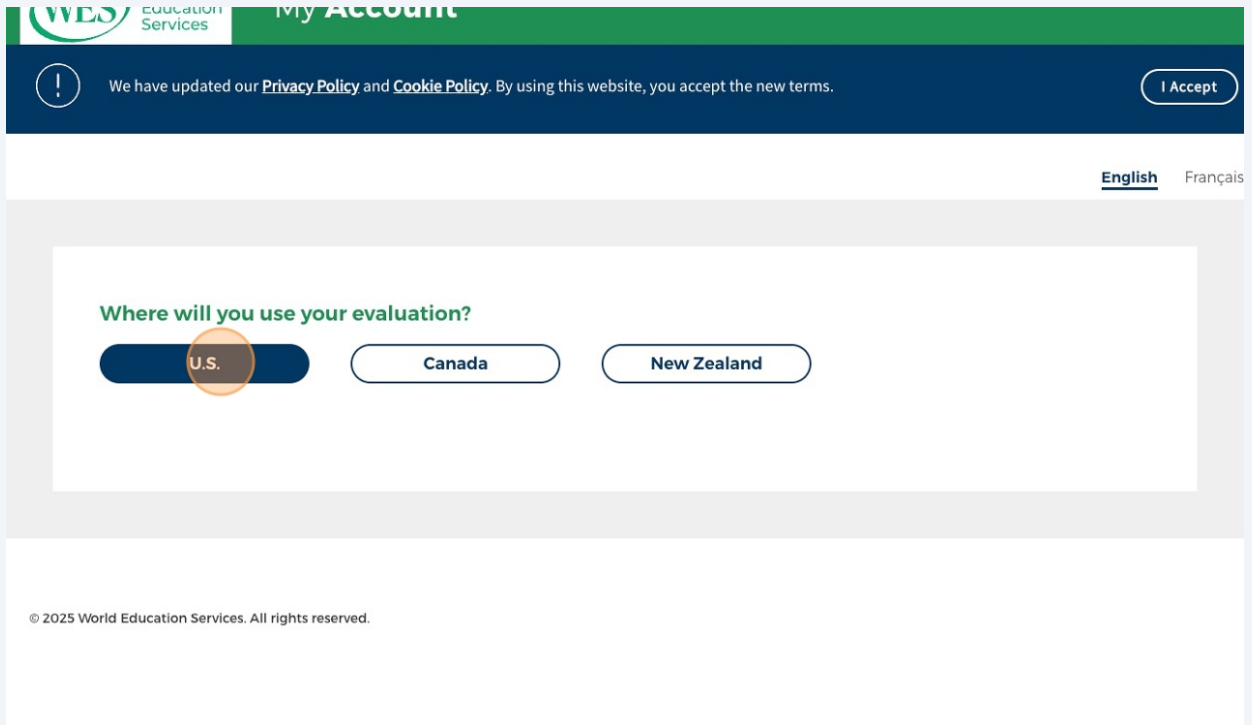
Features

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Apply Now

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6 Click "U.S."



Create Account or Log In

7

Enter an email address to create an account and complete additional steps.

Select the "Log In" link if you have a WES account.

The screenshot shows a web interface for account creation. At the top right, there are language options: [English](#) and [Français](#). The main content area is titled "Provide Your Email Address" with a green envelope icon. Below the title, a message reads: "Please provide an email address below to create a new account at WES. We will send you a six-digit verification code." There is a text input field labeled "Email Address" with a blue border and a cursor. An orange circle highlights the input field. Below the input field are two buttons: "Cancel" and "Next". At the bottom, there is a link: "Already have an account? [Log In](#)".

8

Click the "Education" icon for the primary purpose of your evaluation and select the "**Graduate Admissions**" option under the level of education pursued.

Click the "Next" button.

The screenshot shows a web form with the following elements:

- Title:** "What is the primary purpose of this evaluation?"
- Instruction:** "Select what this application will be used for from the options below." and a note: "Note: Only one option can be selected per application."
- Options:** Five circular icons with labels: "Education" (highlighted with an orange arrow), "Professional License/Certification", "Employment", "Immigration", and "Other".
- Second Question:** "What is the level of education you are pursuing?" with a dropdown menu labeled "Select Level of Education".
- Navigation:** "Previous" and "Next" buttons. An orange arrow points to the "Next" button.
- Footer:** A user icon on the left and a "Help" button on the right.

Add Credentials

9

Click "Add Credential" to enter all international schools we are requesting a WES ICAP Course by Course evaluation.

What credentials have you earned?

You have selected an education package for graduate admission into a North American institution. Please include your [higher education credentials](#) for analysis. Your secondary school credentials are not required.

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

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Help



Alert! Only enter international institutions we have requested.

10 Click "Add Another Credential" to add each additional higher education institution.

Once all schools are added, click "Next."

You have selected an education package for graduate admission into a North American institution. Please include your [higher education credentials](#) for analysis. Your secondary school credentials are not required.

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.

› University of New South Wales - Bachelor of Accounting (2025)

[Edit](#) [Delete](#)

Add Another Credential

Previous



Next

Recipient 1: You

11 Click "Add Your Address" under Recipient 1.

The screenshot shows the WES 'My Application (U.S.)' interface. At the top left is the WES logo and 'World Education Services'. The title 'My Application (U.S.)' is in a green bar, with a 'Save & Exit' button to its right. Below the title, there are language options: 'English' (selected) and 'Français (beta)'. A progress bar shows four steps: 'Personal Information', 'Report Purpose', 'Your Education', and 'Report Recipients'. The 'Report Recipients' step is currently active. Below the progress bar, the text reads: 'Please enter the recipients you would like WES to send your evaluation report to.' Underneath, 'Recipient 1: You' is highlighted with an orange box. Below this, it says: '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.' A blue button labeled 'Add Your Address' is highlighted with an orange circle. Below the button, it says: 'Please add your mailing address.' Further down, 'Recipient 2: Institution(s) receiving your report' is shown with the text: '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.' Below this is an 'Add Recipients' button. At the bottom of the form are 'Previous' and 'Next' buttons. The footer contains copyright information: '© 2025 World Education Services. All rights reserved. | Privacy Policy | Terms & Conditions', a person icon, and a 'Help' button.

Recipient 2: UCR Graduate Admissions



Alert!

Please follow steps 13 - 15 to ensure the **Graduate Admissions** office receives your evaluation electronically. **DO NOT** send the evaluation to your graduate program.

12 Enter "University of California, Riverside" and click "Search."

The screenshot shows the 'My Application (U.S.)' page on the WES website. At the top left is the WES logo and 'World Education Services'. The page title is 'My Application (U.S.)' and there is a 'Save & Exit' button. Below the header, there are language options for 'English' and 'Français (beta)'. The main content area shows a recipient card for 'Elisa Jimenez' with an 'Edit' button. The address is '900 University Ave., Riverside, CA 92521, United States of America'. The delivery method is 'Standard Delivery'. Below this, there is a question: 'Would you like to order additional copies for yourself?' with radio buttons for 'Yes' and 'No', where 'No' is selected. A section titled 'Recipient 2: Institution(s) receiving your report' is highlighted with an orange box. Below this, there is a note: '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.' Underneath is an 'Add Recipient' section with a search box. The search box contains 'University of California, Riverside' and has a 'Clear' button. There is also a 'Cancel' button. At the bottom of the form area are 'Previous' and 'Next' buttons. The footer contains copyright information: '© 2025 World Education Services. All rights reserved. | Privacy Policy | Terms & Conditions' and a 'Help' button.

WES World Education Services

My Application (U.S.)

Save & Exit

English Français (beta)

the cost of your evaluation. Your copy will be sent to the address below.

Elisa Jimenez [Edit](#)

900 University Ave.
Riverside, CA 92521
United States of America

Delivery Method: Standard Delivery

Would you like to order additional copies for yourself? Yes No

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

Please search for a recipient using the text box below

Institution or Company* [Clear](#)

[Cancel](#)

[Previous](#) [Next](#)

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[Help](#)

13 Click "University of California at Riverside"

The screenshot shows the 'My Application (U.S.)' page on the WES website. At the top left is the WES logo and 'World Education Services'. The page title is 'My Application (U.S.)' and there is a 'Save & Exit' button. Below the header, there are language options for 'English' and 'Français (beta)'. The main content area shows a recipient card for 'Elisa Jimenez' with an 'Edit' button. Below the card is a question: 'Would you like to order additional copies for yourself?' with radio buttons for 'Yes' and 'No'. The next section is 'Recipient 2: Institution(s) receiving your report' with a note that each institution adds a \$34 fee. Below this is a search box titled 'Add Recipient' with the instruction 'Please search for a recipient using the text box below'. The search box contains 'University of California, Riverside' and a 'Clear' button. Below the search box, it says '1 result found.' and lists 'University of California at Riverside' with an orange arrow pointing to it. A note below the list says: '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.' At the bottom of the search area are 'Cancel', 'Previous', and 'Next' buttons. The footer contains a help icon and a 'Help' button.

WES World Education Services

My Application (U.S.) Save & Exit

English Français (beta)

the cost of your evaluation. Your copy will be sent to the address below.

Elisa Jimenez Edit

900 University Ave.
Riverside, CA 92521
United States of America

Delivery Method: Standard Delivery

Would you like to order additional copies for yourself? Yes No

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

Please search for a recipient using the text box below

Institution or Company* University of California, Riverside Clear

1 result found.

→ University of California at Riverside

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.

Cancel Previous Next

Help

14

Select the "Graduate Admissions" option to ensure electronic delivery of your WES ICAP Course by Course Evaluation. No entry is needed for the "Attention To" field.

WES World Education Services

My Application (U.S.) Save & Exit

Add Recipient

University of California at Riverside

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

School/Division* Graduate Admissions

Graduate Admissions
(electronic delivery only)

900 University Avenue
Riverside, CA 92521
United States of America

Attention To ?

Delivery Method* Your report and verified transcripts will be delivered electronically to this institution. To deliver your report electronically, there is a standard processing fee of \$13.00. When you review your order,

15

Click "Add this Recipient."

(electronic delivery only)

900 University Avenue
Riverside, CA 92521
United States of America

Attention To ?

Delivery Method* Your report and verified transcripts will be delivered electronically to this institution. To deliver your report electronically, there is a standard processing fee of \$13.00. When you review your order, this standard processing fee will be labeled **"Delivery Method: Standard Delivery - \$13.00."**

Add this Recipient Edit Address

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.](#)

Cancel

Previous Next

Help

16 Click "Next"

Delivery Method: Standard Delivery

Would you like to order additional copies for yourself? Yes No

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.

> University of California at Riverside [Edit](#) [Delete](#)

[Add Recipients](#)

[Previous](#) [Processing](#)

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17 Click "Select" under the WES ICAP column.

Features	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

18 Click "Next"

Designates the level (upper or lower) of each undergraduate course

Price	\$233.00	\$182.00
	Select	Select

Other available evaluation packages: ▼

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Help

19 Please review the document requirements you must send to WES for the WES ICAP Course by Course evaluation.

All documents listed below must be sent to WES for your evaluation report. Upon receipt and review of your credentials, WES may require **additional documentation.** If so, we will contact you.

Your Education

Bachelor of Accounting

University of New South Wales, Australia

Important Information

Before you review the list of documents to send to WES, please read this important information about specific requirements that may apply to you depending on the credentials you hold and the country or institution where you studied. This information will ensure that you send the right documents, which may help to expedite your evaluation.

Do not send original documents. WES does not require any original documents to process a credential evaluation report. Do not

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Click "Next"

 **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.

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 Help

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Click "I confirm that the name and date of birth listed above is accurate and I understand that changes after I apply will not be made." and select the "Confirm" button.

Before proceeding with your application, please review the information you entered for your name and date of birth. The information below is how your name and date of birth will be indicated on the final evaluation report. Once your official academic documents are reviewed, WES will indicate the name and date of birth as it appears on the documents and discrepancies will be identified.

***Requests to change your name or date of birth after your application has been submitted will not be honored.**

Your First (Given) Name:

Your Second (Middle) Name:

Your Last (Family) Name:

Date of Birth:

I confirm that the name and date of birth listed above is accurate and I understand that changes after I apply will not be made.

[Edit](#) [Confirm](#)

By checking the box, I acknowledge that WES does not require any original documents to process my credential evaluation report. I agree to not send any of my own original documents to WES. I understand that any documents received by WES will not be returned and will be destroyed by WES at its sole discretion. I agree to submit all the **documents as required** by WES.

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Review and select all checkboxes under the "Applicant Acknowledgements" heading and click "Confirm"

Delivery Method: Standard Delivery - \$13.00

Recipient 2: University of California at Riverside
Division: Graduate Admissions
Number of Reports: 1 (\$34.00)
Delivery Method: Standard Delivery - \$13.00

Total Price: \$293.00 (All fees are in U.S. dollars.)

Applicant Acknowledgements

- I authorize WES to verify the authenticity of my documents with the issuing institutions.
- I certify that the information I am submitting is accurate and authentic.
- I have read and accept the World Education Services, Inc. [Terms and Conditions](#) and acknowledge receipt of the WES [Privacy Policy](#).
- By checking the box, I acknowledge that WES does not require any original documents to process my credential evaluation report. I agree to not send any of my own original documents to WES. I understand that any documents received by WES will not be returned and will be destroyed by WES at its sole discretion. I agree to submit all the **documents as required** by WES.

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Payment

23 Click your payment option under the "Select Payment Method" heading.


Please review the summary of your fees based on what you selected for your application.

Note: All fees are in U.S. dollars.

Fee Summary	
CxC Evaluation with ICAP	\$233.00
Additional Copies	\$34.00
Standard Delivery (2)	\$26.00
Total Cost:	\$293.00

Select Payment Method

Credit Card/Debit Card

Western Union Online Money Transfer 

For payments through Convera (Formerly Western Union), please be advised that all transactions to and from sanctioned and restricted jurisdictions have been suspended until further notice. If you may be impacted by this service disruption, please **Contact Us**.

By submitting your order, you agree to WES' [Terms and Conditions](#) and [Privacy Policy](#).

Clicking the **Submit** button will temporarily redirect you to WES' payment partner to ensure secure processing of your order.


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Click "Submit," complete the payment information, and confirm the order received.

CxC Evaluation with ICAP	\$233.00
Additional Copies	\$34.00
Standard Delivery (2)	\$26.00
Total Cost:	\$293.00

Select Payment Method

Credit Card/Debit Card

Western Union Online Money Transfer 

For payments through Convera (Formerly Western Union), please be advised that all transactions to and from sanctioned and restricted jurisdictions have been suspended until further notice. If you may be impacted by this service disruption, please [Contact Us](#). 

Please select payment method

By submitting your order, you agree to WES' [Terms and Conditions](#) and [Privacy Policy](#).

Clicking the **Submit** button will temporarily redirect you to WES' payment partner to ensure secure processing of your order.





 Help