#### World Education Services (WES) 온라인 신청 방법

- 1. 인터넷을 연결한 후 WES 홈페이지 www.wes.org 를 방문한다.
- 2. 홈페이지에서 아래 그림처럼 Student? 부분을 선택하여 클릭한다.



### 3. 아래 그림의 왼쪽 선택 버튼 중에서 Apply Now 항목을 클릭한다.



INTERNATIONAL EDUCATION INTELLIGENCE

International Education Intelligence

### **GET A FAST START ON YOUR U.S. EDUCATI**

Apply Now Credential Evaluation Packages Required Documents What Are My Credentials Worth? Preview here Studying in the U.S. WES Grade Conversion Guide Questions and Answers

Admission to a U.S. university or college is a complex and competitive process which requires advance planning. By using WES, you will make it easier for admissions decisionmakers to understand your international education and what your grades mean. WES is the largest non-profit credential services organization that has been helping internationallyeducated individuals since 1974.

WES reviews your transcripts and prepares an evaluation report to send to the institutions you are applying to. WES evaluation reports compare your education from any country in the world to the U.S. system and are widely recognized by U.S. institutions.

Most institutions in the U.S. require your transcripts as a part of their application process. WES is the only evaluation service that will also send your verified transcripts to institutions together with your evaluation report.

The WES ICAP: International Credential Advantage Package stores and delivers your transcripts and the WES evaluation report to as many educational institutions as you wish. The WES ICAP helps admissions officers gain a better understanding of your international education and review your application faster. Learn more about ICAP

Credential Evaluation Apply Online Evaluation tool

### 4. Apply Now 창이 열리면 Click here to apply online 부분을 클릭한다.



INTERNATIONAL EDUCATION INTELLIGENCE

# Credential Services Apply Now What are My Credentials Worth? Preview here.

#### **APPLY NOW**

Please review the documentation requirements, evaluation service packages as well as WES' Terms and Conditions before starting your application.

For Education, Employment, or Immigration Purposes in the United States

- · Click here to apply online
- Download the WES paper application form (PDF) (Note: There is a \$30 paper processing fee.)

SOPHAS candidates, click here

[WES] professionals have the expertise to evaluate foreign credentials in an accurate and proficient manner. Your evaluations are easy to interpret, turnaround time is exceptional (and) cost is reasonable.

Marvin Daniel, Coordinator of Transfer Admissions, Western Kentucky University

For Education, Employment, or Immigration Purposes in Canada

5. 스크린이 바뀌면 아래와 같이 개인정보를 입력한 후 하단에 위치한 Security Question 버튼을 아래로 열어 그중 한가지 질문을 선택하고 아래 빈칸에 대답을 기록한다. 여기에서 어떤 질문을 선택해도 상관없다. 입력이 마쳐지면 맨 아래 Create an Account 버튼을 누른다.

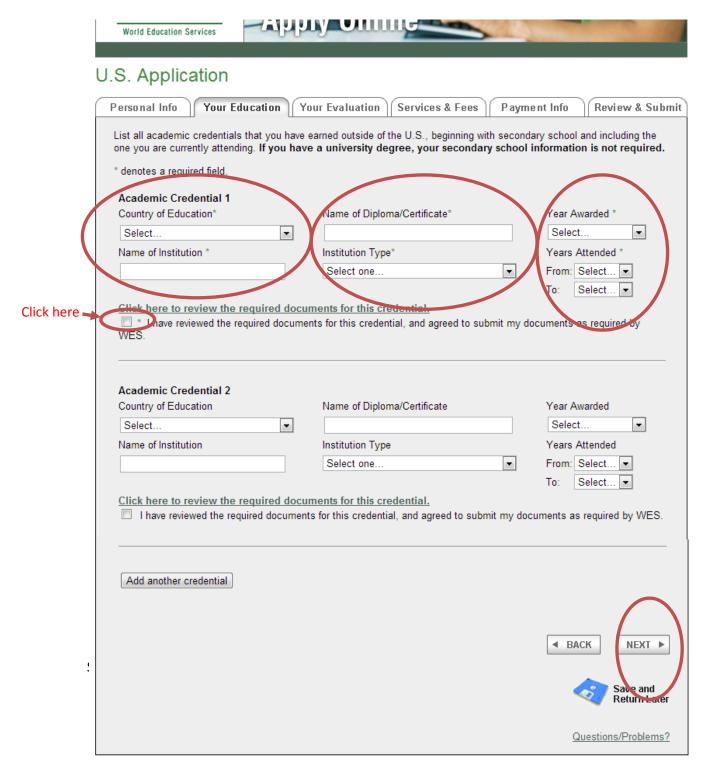
World Education Services		
		INTERNATIONAL EDUCATION INTELLIGEN
	akes approximately 10 minutes. If necessary, you will be your application and return to it at any time.	
denotes a required field.	CREATE AN ACCOUNT *별표는 반드시기입	ALREADY HAVE AN ACCOUNT?
First Name: * Last Name: *		Email/User ID: Password:
Date of Birth: * 'ou will need this informat of it.	Month ▼ Date ▼ Year ▼ tion to log onto your WES account. Please keep a record	Login
Email: *		Forget password? Forget user id?
Re-enter Email: *	(Your User ID when you return.)	Note: Do you have a reference numbe but no user ID and password? click he
Create a password: *	6 to 15 characters	
Re-enter password: * n case you forget your Pa: juestion.	ssword we will ask for the answer to your security	
Security Question: *	Select one ▼	
Answer: *		

6. 위의 5 번 과정을 마치면 아래의 화면이 등장한다. 여기에는 앞부분에서 입력한 기본정보가 그대로 나오는데 이 부분은 다시 입력할 필요가 없으며, 다만 1) 서류들 중에서 이름이 바뀌어 다른 이름으로 된 서류가 있는지를 표시하고 (대부분 No 선택), 2) 성별을 선택하고 (남자인 경우 Male), 3) 소셜 번호가 있는 경우는 입력하고 소셜 번호가 없는 사람은 빈칸으로 남긴다. 4) 주소와 Login 정보를 정확히 입력한다. 한국의 주소인 경우는 번지, 도로명, 동 또는 구, 도시명 순으로 기록한다. 5) 이전에 WES 를 이용해본 적이 있으면 Yes, 없으면 No 를 선택한다. 6)만 아래 WES 에 대해 어떻게 알게 되었는가를 묻는 질문에는 Academic Advisor 를 선택한 후 Next 버튼을 누른다.

2 Application	
S. Application	
ersonal Info Your Edu	ucation Your Evaluation Services & Fees Payment Info Review & Sul
* denotes a required field	
denotes a required neid	
Personal Information	
Last (Family) Name *	Hong
First (Given) Name *	Gil Dong
Second (Middle) Name	
Do your documents include a	a previous name that has been changed? O Yes O No
Gender *	
Gender	Male
Date of Birth *	January → 1 → 1970 →
U.S. Social Security Number	
(If you have one)	
Current Address	
Country of Residence*	United States of America ▼
	United States of America ▼  Johnson Ferry Rd.
Country of Residence* Street/P.O. Box *	
	Johnson Ferry Rd.
Street/P.O. Box *	Johnson Ferry Rd.  Marietta  APO/FPO
Street/P.O. Box *	Johnson Ferry Rd.
Street/P.O. Box *  City *  State / Province *	Johnson Ferry Rd.  Marietta  APO/FPO  Georgia  ▼

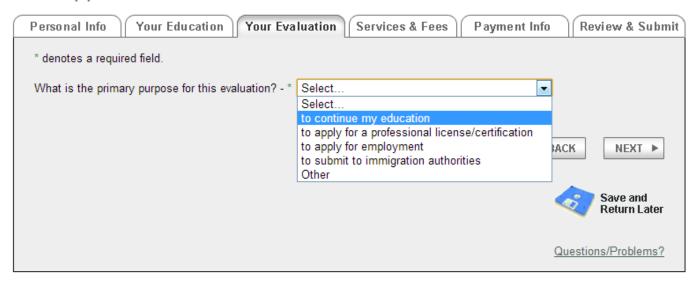
APO/FPO  → Other - Ext. Please include Area Code
Other Ext.
Other Ext.
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Other
- Ext.
Please include Area Code
re.com
e.com
6 to 15 characters
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word we will ask for the answer to your security question.
No. O Vos (a) No.
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e? ◆ ② Yes ② No or ▼
or v
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- 7. 개인정보 입력이 마쳐지면 다음과 같이 학력 정보 입력 페이지가 나타난다. Academic Credential
- 1 번에는 대학 학부 과정에 관한 정보를 입력한다. 대학(고등학교)이 위치한 나라, 학교명, 학위명, 기관의 종류 (여기에는 Higher Education 을 선택), 학위 수여 년도, 학교를 다닌 년도를 기록한다. M.Div. 과정 지원자와 학부지원자는 Academic Credential 1 번 란만 작성하면 된다. 이 과정이 마쳐지면 Next 버튼을 누른다.



8. Next 버튼을 누르면 아래의 화면이 나타나는데 드랍다운 버튼을 눌러서 to continue my education 을 선택한다.





9. 선택이 마쳐지면 아래와 같이 평가방식의 종류를 선택하는 화면이 나타난다. 먼저 WES ICAP중에서 Course by Course를 선택한다 (\$205). 그 다음 Turnaround Time에서 7-Day service 항목을 선택한다. 이 과정이 끝나면 Next 버튼을 누르는 것이 아니라, 왼쪽 하단에 위치한 Add Recipient 버튼을 누른다.

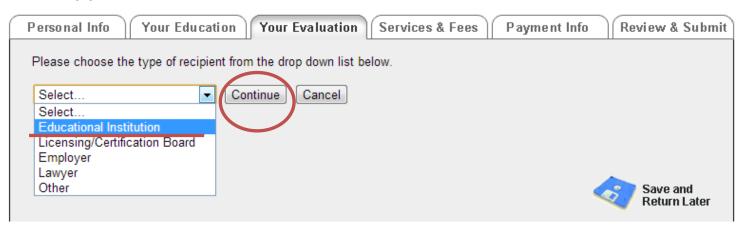
### U.S. Application

	riearri more abou	ut the services an	d evaluation ty	pes.		
Service		WES ICAP	СРА		WES Basic	
Type of Evaluation	Course-by- Course	Document-by- Document	Board Evaluation	Course-by- Course	Document-by- Document	CPA Board Evaluation
Verified transcripts stored and sent to institutions	√	√	√			
Evaluation of official documents	√	√	√	√	√	√
Lists all subjects completed at the post-secondary level	√		√	V		√
U.S. semester credit and grade equivalent for each course	√		√	V		√
U.S. grade point average (GPA) on a 4.0 scale	<b>√</b>		٧	√		<b>V</b>
Designates the level (upper or lower) of each undergraduate course	V			V		
CPA Supplemental		*	√			√
Price Select One	\$205	\$145	\$305	\$160	\$100	\$260
urnaround Time 7-Day service (no a 3-Business-Day Se Same-Day Service	ervice (an additio	nal \$100 to basic			elivery.) <u>More infor</u>	mation

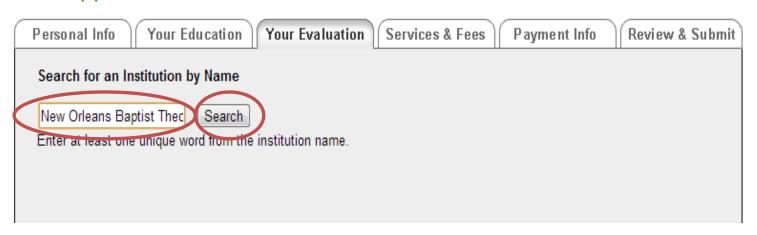
**■** BACK

10. 화면이 바뀌면 Drop Down 버튼을 누르고 **Educational Institution** 을 선택한 후 **Continue 버튼**을 누른다.

### U.S. Application



11. 다음으로 Search for an Institution by Name 화면이 나오면 아래와 같이 빈 칸에 New Orleans Baptist Theological Seminary 를 정확하게 입력한 후 Search 버튼을 누른다.



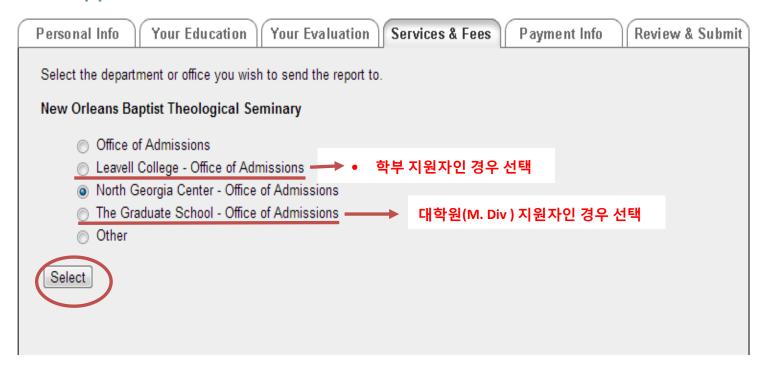
### 12. 두 가지 선택화면중에서, **학부나 M.Div. 지원자는 New Orleans Baptist Theological**

Seminary LA 를 선택해야 한다. 올바른 선택을 한 후에 Select This Institution 버튼을 누른다.

ersonal Info Your Education Your Evaluation Se	ervices & Fees	Payment Int	fo Review & Subm
Search for an Institution by Name			
Please choose which institution you would like to send your repor this Institution" button. <b>To ensure faster delivery, select the na</b>			
f your institution is not found in the list, select "Other" to manually	y enter the nam	e of the institution.	
Primary results of your search:			
Institution Name	State		
<ul> <li>New Orleans Baptist Theological Seminary</li> </ul>	GA		
<ul> <li>New Orleans Baptist Theological Seminary</li> </ul>	LA		
Select this Institution			
Other possibilities:			
Other possibilities: Institution Name	State		
Other possibilities: Institution Name  Alliance Theological Seminary	NY		
Other possibilities: Institution Name Alliance Theological Seminary Andover Newton Theological School	NY MA		
Other possibilities: Institution Name  Alliance Theological Seminary Andover Newton Theological School Antioch University New England	NY MA NH		
Other possibilities: Institution Name Alliance Theological Seminary Andover Newton Theological School Antioch University New England Art Institute of New York City	NY MA NH NY		
Other possibilities:     Institution Name     Alliance Theological Seminary     Andover Newton Theological School     Antioch University New England     Art Institute of New York City     Assemblies of God Theological Seminary	NY MA NH NY MO		
Other possibilities: Institution Name Alliance Theological Seminary Andover Newton Theological School Antioch University New England Art Institute of New York City Assemblies of God Theological Seminary Association of New Brunswick Lic. Practical Nurses	NY MA NH NY MO NB		
Other possibilities:     Institution Name     Alliance Theological Seminary     Andover Newton Theological School     Antioch University New England     Art Institute of New York City     Assemblies of God Theological Seminary     Association of New Brunswick Lic. Practical Nurses     Austin Presbyterian Theological Seminary	NY MA NH NY MO NB TX		
Other possibilities: Institution Name Alliance Theological Seminary Andover Newton Theological School Antioch University New England Art Institute of New York City Assemblies of God Theological Seminary Association of New Brunswick Lic. Practical Nurses	NY MA NH NY MO NB		

13.아래의 선택에서, **학부지원자**는 Leavell College office of Admission 을 선택하고,

M.Div 과정 지원자는 The Graduate School-Office of Admission 을 선택한다. 이 선택이
마치면 Select 버튼을 누른다.



14. 이 과정이 마쳐지면 아래와 같은 화면이 나타나는데 Additional Recipient 내용 중 Attention to 에 학부나 M.Div.과정은 Korean Program 입력한다. 이 과정을 마치고 Next 버튼을 누른다.

•	nce (an additional ७ iuu to basic tee) <u>iviore information</u> an additional \$195 to basic fee) (This also includes overniq	ht delivery to the first institutional
recipient.) More informa	, ,	and desired year of the most infortutional
Sending Reports		
WEC		alana a anana A at a and disional abana
	o you and one to an institution of your choice (college, em me of your application. Additional reports will be sent to as	
WES ICAP: WES ICAP recipients will receive only	(evaluation + verified transcripts) will be sent only to recog y the evaluation report.	nized educational institutions. All other
WES Basic: Only evalua	tion reports will be sent to all recipients (does not include	transcripts).
To enter the address of a ensure delivery.	recipient, click below. Please check that you select or en	nter a valid address for the institution to
Additional Recipient		
Type of Recipient *	Educational Institution	
Institution or Company	New Orleans Baptist Theological Seminary	
Attention To	Korean Program	학부: Leavell College
School/Division		대학원: Graduate Program
Department/Office		학부: Leavell College Office of Admission
Address *		대학원: Graduate Office of Admission
		3939 Gentilly Blvd.,
<b>a.</b>		Coop Contain, Division,
City *		New Orleans, LA70126
State or Province *		
Zip or Postal Code *		
Country *	United States of America   Clear Address  Delete recipient	
	Delete recipient	
ADD	ANOTHER RECIPIENT	
HDD		
		■ RACK NEXT ▶

15. 아래와 같은 화면이 나타나면 Evaluation Report To Be Sent to You 부분 중 Delivery Options 을 Standard Delivery (\$7)을 선택하고, Additional Recipient 에서는 2 nd Day Air (\$20) 를 선택한다. 이 선택을 마치고 Next 버튼을 누른다.

Personal Info	Your Education	Your Evaluation	Services & Fee	s Payment Info	Review & Submit
* denotes a require	ed field.				
	Selected: WES ICound Time: 7-Day s	AP Course-by-Course service	- \$205		
WES sends transc	ripts to educational in	nstitutions only.			
Additional Report Additional reports for		ents ordered at the tin	ne of application are	e \$30 per report.	
include your eval would like to have y	ervice is available for uation and not you our transcripts sent	r transcripts because	WES sends trans blease use the BAC	aled envelopes sent to cripts only to educationa K button below to return	al institutions. If you
		oping/handling and de al fees. <u>Additional De</u>		ostal Service. Faster an	d/or more secure
	er recipients generall	y require original repo terested in receiving a		stationery. You may ch	noose to have an
Please select the d	lelivery options desire	ed for reports.			
Evaluation Re	port to Be Sent t	to You			
Report: This rep	•	u at the standard deliv	ery rate unless you	ı indicate otherwise.	
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Standard Deliv				Overnight Courier (\$30)	Fax (\$5)
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Additional Repor	rts 0 reports x	\$30 per report =	\$0		
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Report: Delivery Options		Report Fee \$30			
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Standard Deli	very (\$7) © 3-5 d	ays (\$12) © 2nd D	ay Air (\$20)	Overnight Courier (\$30)	Fax (\$5)



16. 그 다음은 Fee Summary가 소개되고 지불 방식을 묻는 부분이 나오는데 크레딧 카드나 Money Order중 택일 하게 되는데, 크레딧 카드의 경우 한국에서 만들어진 크레딧 카드는 사용할 수 없으므로 Money Order를 선택해야 한다. 크레딧 카드가 있으면 Credit Card를 선택한다. 카드를 사용할 경우 머니 오더를 우편으로 보내지 않아도 되며 인증에 걸리는 시간을 단축해 주는 이점이 있다. 머니오더로 지불하는경우, 머니오더의 수취인은 'World Education Service'이며, 지원자의 이름과 18번 화면에 나오는 Reference Number를 기입하여, 직접 WES로 우편을 통해 송부해야 한다. 보낼 주소는 19번 하단 서류 보내는 주소를 사용한다. Do you have a promotional code?를 묻는 질문에는 No를 선택하고 Next 버튼을 누른다.

### U.S. Application

Personal Info Your Education Your Evaluation Services & Fees Payment Info Review & Submit

\* denotes a required field.

DI : 11 (.1

Please review the summary of charges listed below, and then enter your payment information. To return to a previous page, please use the tabs above or use the BACK button at the bottom of this page.

#### Fee Summary (all currency in US Dollars)

WES ICAP Course-by-Course Evaluation \$ 205
1 Report(s) \$ 30
Delivery Option: Standard Delivery \$ 7
Delivery Option: 2nd Day Air \$ 20

Total Cost: \$ 262

Select your payment method: 

Ocheck/Money Order/Wire Transfer

Ocheck/Money Order/Wire Transfer

Do you have a promotional code? \* 

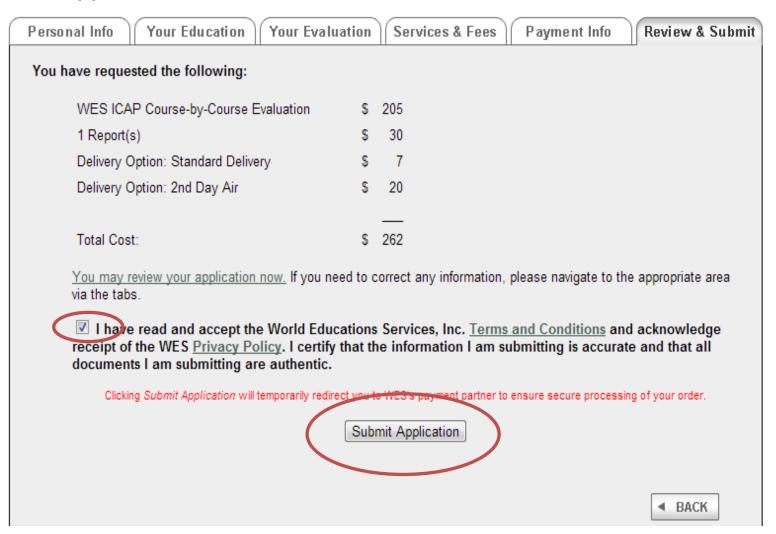
Yes 

No

World Education Services uses a secure server that protects your credit card information as well as your personal information.



17. 위의 과정 후에 아래와 같은 화면이 나타나면 You may review your application now 를 클릭해서 접수 내용을 모두 확인 후 World Education Services 의 계약 조건을 읽고 동의 한다는 내용 옆에 있는 박스를 클릭해서 체크를 한 다음에 Submit Application 버튼을 누른다.



18. Application Submit 버튼을 누르면 아래와 같은 화면이 등장한다. 1) 여기에 있는 Reference Number는 중요하므로 반드시 기록해 두어야 한다. 2) 그리고 Reference Number 아래에 Please print a copy of your completed application을 눌러서 프린터로 출력한 후 완성된 Application을 본인이 보관해야 한다. 이것이 영수증의 역할을 한다. 아래의 스크린을 계속 유지한 채 다음의 단계로 진행한다.

### U.S. Application

Personal Info Your Education Your Evaluation Services & Fees Payment Info Review & Submit

Thank you for submitting your application. A confirmation email has been sent to your email at: jglee@live.com

#### Your reference number is 2310183.

Please use this number in all correspondence with WES.

· Please print a copy of your completed application.

Your Reference # is 2310103. Please be sure to save this number. You need to include this reference number and your name when you send us any correspondence and/or a check for payment. Your evaluation will be activated once WES has received all of the following required documents and full payment for services requested. We will notify you if we need any additional documents.

#### **Required Documents:**

#### a.BA, 1995 Seoul University, Korea

	What to Submit	How to Submit		
1.	Clear, legible photocopies of all graduation certificates or diplomas issued in English by the institutions attended	To be submitted to WES by applicant.		
	e.g. Associate, Bachelor, Master, Ph.D.			
	AND			
2.	Academic transcripts issued in English by the institutions attended for all post-secondary programs of study	To be sent directly to WES by the institutions attended.  Please <u>click here</u> to download an academic transcript y quest form.		
3.	For completed doctoral programs, a letter confirming the awarding of the degree	To be sent directly to WES by the institutions attended.		
	pies of precise, word-for-word, English translations are cuments.	required for all foreign language		

b.M.Div, 2004 Korea Baptist University, Korea

> 출신학교에 성적표를 요청하는 양식을 다운로드 받기 위해서 위해서 클릭

19. 위의 18 번에 나타나 있는 화면 중에서 a 번 대학 학부 과정 도표 오른쪽 항목 How to Submit 가운데 박스를 보면 Please click here to download 라는 부분이 등장한다. 이 부분을 클릭하면 아래와 같이 Request for Academic Records 라는 문서가 새 창으로 열린다. 이 문서를 프린터로 출력한 후 중간 점선 윗 부분은 본인이 정보를 입력하여 빈칸을 채우고 서명 및 날짜를 기록한 다음 고등학교, 대학 학부 성적 담당자에게 보내야한다. 개인정보를 입력할 때 주의할 점은 두번째 가운데 칸에 생년월일을 기입할 때 일/월/년 순으로 해야한다 (예: 생년월일이 1977 년 1 월 30 일 인 경우 30/01/1977 로 기입).

	WES	c Records	Reques	t Form		⇉	일/월 /년도
	For Applicante: This form is provided to facility You are responsible for contacting your academic:     Complete the top part of this form:     Submit this form to the registrar/controller of e.g     Print additional copies of this form as necessary.     Note that some institutions may charge a fee to	examinations or others.	r authorized of				
	Lastifamily Name  Previous Name (FappilCable)	First/Given Name Date of Birth (down)		ma		>	본인 작성
	Institution Name  Degree Name (if applicable)	Year of Award (If app		mmiyyyyy To	(mm)39939)		
	Student ID or Roll Number at sending institution (Fapplicable)  I hereby authorize the release of my academic reco	rds to World Edu	cation Services				
	B. For Authorized Officials: The person name Services. His or her records/statement of marks should.  1) Please fill out this form and verify if a degree had 2) Place this form and academic record(s) in an en	nould show all subj s been awarded ar evelope.	ects completed nd/or that the st	and all grades/marks awa	rded for all years of	-	
	Sign and seal the envelope across the back flap     Wistbutton Name:	and send it direct	ly to World Educ	ation Services.			
	Degree occannet: (if applicative)  Name of Official Completing Form. (picase print or type)		Date awarded: (m)	sangr)			
	Abthorized signature and seal:		emai:	Date:			
체크 ——	s. The applicant's academic records are atta Forbuthorized officials only: Please send this form			to WES using one of the	addresses below:		
	By Postal Mail: World Education Services P.O. Box 5087 Bowling Green Station New York, NY 10274-5087 USA	We 64	Express Couri orld Education S Beaver St. #146 w York, NY 1000 A	ervices	보낼 주소		
					(학교에서	직접	WES 로 보낼것)

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지원자의 성적표를 동봉한다는 내용 옆에 있는 박스를 클릭하여 체크를 한 다음 영문 성적표와 기록한 양식을 우편으로 WES로 보내야 한다. 각 학교의 담당자는 졸업증명서와 성적증명서를 WES로 보내야한다 . 지원자는 WES 비용은 Money Order로 해서 WES주소로 직접 보내야 한다.