# 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.





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## 3. 아래 그림의 왼쪽 메뉴바에서 Apply Now 항목을 클릭한다.





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



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





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6. 위의 5번의 과정을 마치면 아래의 화면이 등장한다. 여기에는 앞부분에서 입력한 기본정보가 그대로 나오는데 이 부분은 다시 입력할 필요가 없으며, 그 외의 정보를 입력한다.

| World Education Services  | Apply Online   |  |
|---|--|--|
| U.S. Application  |  |  |
| Personal Info Your Educa  | tion Your Evaluation Services & Fees Payment Info Review & Submit  |  |
| * denotes a required field  |  |  |
| Personal Information  |  | 서류들 중에서 이름이 바뀌어  |
| Last (Family) Name *<br>First (Given) Name *<br>Second (Middle) Name<br>Do your documents include a pre<br>Gender *<br>Date of Birth *<br>U.S. Social Security Number<br>(If you have one)<br>Current Address | Hong<br>Gildong<br>evious name that has been changed? Yet No<br>Male Female<br>January T T 1925<br>  | 다른 이름으로 된 서류가 있는지<br>표시.(대부분 No 선택)<br>소셜번호가 있는 경우는 입력하고<br>없는 경우는 빈칸으로 남긴다. |
| Country of Residence*<br>Street/P.O. Box *<br>City *<br>State / Province *<br>Zip or Postal Code *<br>Telephone Number<br>Fax Number  | United States of America   | 주소와 Login 정보를 정확히 입력한다.<br>한국의 주소인 경우는 번지,도로명,동<br>또는 구, 도시명 순으로 기록한다.       |
| Login Information<br>Email Address: *<br>Confirm Email: *<br>Password: *  | kdmin@nobts.edu<br>kdmin@nobts.edu<br>••••••••••••••••••••••••••••••••••••   |  |
| Confirm Password: * Security Question: * Answer: * Have you ever submitted an appl  | Where were you born?<br>If you forget your password we will ask for the answer to your security question.<br>secul<br>ication to WES before? * | 이전에 WES를 이용해본 적이<br>있으면 Yes, 없으면 No를 선택한다.                                   |
| How did you hear about WES? *   | Select Academic Advisor 선택   | 모든 정보 입력 후 Next 를 누른다.   |



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7. 개인정보 입력이 마쳐지면 다음과 같이 학력정보 입력 페이지가 나타난다. Academic Credential 1번에는 대학학부 과정에 관한 정보를 입력한다. 대학이 위치한 나라, 학교명, 학위명, 기관의 종류(Higher Education 선택), 학위 수여 년도, 학교를 다닌 년도를 기록한다.동일한 방식으로 Academic Credential 2번란에는 대학원 M.Div. 과정에 관련된 정보를 입력한다. 다만, M.Div. 과정 지원자는 Academic Credential 1번란만 작성하면 된다. 이 과정이 마쳐지면 Next 버튼을 누른다.

| List all academic credentials t<br>one you are currently attendin  | hat you have ea<br>g. If you have a | r Evaluation    Servi<br>med outside of the U.S.<br>a university degree, ye                                       | , beginning with secondary scho | yment Info    Review<br>ondary school and includir<br>pol information is not rev               |
|--|-------------------------------------|---|---------------------------------|--|
| * denotes a required field.  |                                     |   |                                 |  |
| Academic Credential 1<br>Country of Education*   |                                     | Mame of Diploma/Certi   | ficate*.                        | ear Awarded *  |
| Select   | •                                   |   |                                 | Select   |
| Name of Institution *  |                                     | Institution Type*   | <u> </u>                        | Vears Attended *   |
|  |                                     | Select of   |                                 | To: Select •   |
|  |                                     |   |                                 | ~~~  |
| Acatemic Credential 2<br>Country of Education<br>Select<br>Name of Institution   | equired docume                      | Name of Diploma/Certi<br>Institution Type<br>Select one<br>ents for this credential                               |                                 | Tear Awarded<br>Select<br>Years Attended<br>FN:m: Select •<br>To: Select •                     |
| Acatemic Credential 2<br>Sountry of Education<br>Select<br>Name of Institution<br>Clink here to review the re<br>I have reviewed the requi | equired documents                   | Name of Diploma/Certi<br>Institution Type<br>Select one<br>ents for this credential<br>for this credential, and a | L<br>Igreed to submit my        | Years Attended<br>Years Attended<br>Frum: Select ♥<br>To: Select ♥<br>documents as required by |
| Acatemic Credential 2<br>Country of Education<br>Select<br>Name of Institution<br>Click here to review the requi                           | equired documents                   | Name of Diploma/Certi<br>Institution Type<br>Select one<br>ents for this credential<br>for this credential, and a | L<br>Igreed to submit my        | Years Attended<br>Years Attended<br>Frum: Select ♥<br>To: Select ♥<br>documents as required by |



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



# U.S. Application

| Personal Info Your Education Your Eva                | luation Services & Fees Payment Info              | Review & Submit |
|--|---|-----------------|
| * denotes a required field.                          |   |                 |
| What is the primary purpose for this evaluation? - * | Select  |                 |
|  | Select  |                 |
|  | to continue my education                          |                 |
|  | to apply for a professional license/certification |                 |
|  | to apply for employment                           |                 |
|  | to submit to immigration authorities              |                 |
|  | Other   |                 |
|  |   |                 |
|  |   |                 |
|  |   |                 |
|  |   |                 |
|  |   |                 |
|  |   |                 |



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





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10. 화면이 바뀌면 Drop Down 버튼을 누르고 Educational Institution 을 선택한 후 Continue버튼을 누른다.

| World Education Services Apply Online   |                          |
|---|--------------------------|
| U.S. Application  |                          |
| Personal Info         Your Education         Your Evaluation         Services & Fees         Payment Info   | Review & Submit          |
| Please choose the type of recipient from the drop down list below.  Select  Educational Institution Licensing/Certification Board Employer Lawyer |                          |
| Other   | Save and<br>Return Later |
|   | Questions/Problems?      |

11. 다음으로 Search for an Institution by Name화면이 나오면 아래와 같이 빈 칸에 New Orleans Baptist Theological Seminary를 정확하게 입력한 후 Search 버튼을 누른다.

| World Education Services  |                          |
|---|--------------------------|
| U.S. Application  |                          |
| Personal Info Your Education Your Evaluation Services & Fees Payment In   | fo Review & Submit       |
| Search for an Institution by Name<br>New Orleans Baptist Theorem (Search)<br>Enter a least one thique word form the institution name. |                          |
|   | Save and<br>Return Later |
|   | Questions/Problems?      |



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12. 그러면 두 가지 옵션이 화면에 나타나게 되는데, D.Min. 과정 지원자는 New Orleans Baptist Theological Seminary GA를 선택해야 하며, 학부나 M.Div. 지원자는 New Orleans Baptist Theological Seminary LA를 선택해야 한다. 올바른 선택을 한 후에 Select This Institution 버튼을 누른다.





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13. 위의 12번 과정이 종료되면 아래의 화면이 등장하는데, D.Min. 과정 지원자는 North Georgia Center – Office of Admissions를 선택한다. 이 선택이 마치면 Select 버튼을 누른다.



#### U.S. Application

| Personal Info Your Education Your Evaluation  | Services & Fees Payment Info | Review & Submit          |
|---|------------------------------|--------------------------|
| Select the department or office you wish to send the report to.   |                              |                          |
| New Orleans Baptist Theological Seminary  |                              |                          |
| <ul> <li>Office of Admissions</li> <li>Leavell College - Office of Admissions</li> <li>North Georgia Center - Office of Admissions</li> </ul> |                              |                          |
| <ul> <li>The Graduate School - Office of Admissions</li> <li>Other</li> </ul>   |                              |                          |
| Select  |                              |                          |
|   |                              |                          |
|   | •                            | Save and<br>Return Later |
|   | G                            | Questions/Problems?      |

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### 14. 이 과정이 마쳐지면 아래와 같은 화면이 나타나는데 Additional Recipient 내용 중 Attention to에 Korean D.Min. Program 이라고 입력한다 (학부나 M.Div.과정은 Korean Program 입력). 이 과정을 마치고 Next 버튼을 누른다.

reports. Duplicate reports will be sent to as many recipients as you wish for an additional \$30 each.

WES ICAP: WES ICAP (evaluation + verified transcripts) will be sent only to recognized educational institutions. All other recipients will receive only the evaluation report.

WES Basic: Only evaluation reports will be sent to all recipients (does not include transcripts).

To enter the address of a recipient, click below. Please check that you select or enter a valid address for the institution to ensure delivery.

Additional Recipient

| Type of Recipient *    | Educational Institution                  |   |
|------------------------|--|---|
| Institution or Company | New Orleans Baptist Theological Seminary |   |
| Attention To           | Korean D.Min.Program                     |   |
| School/Division        | North Georgia Center                     |   |
| Department/Office      | Office of Admissions                     |   |
| Address *              | 1000 Johnson Ferry Road                  |   |
|                        | Room #C115                               |   |
|                        |  |   |
| City *                 | Marietta                                 |   |
| State or Province *    | Georgia                                  |   |
| Zip or Postal Code *   | 30068 -                                  |   |
| Country *              | United States of America   Clear Address | Delete recipient                            |
|                        |  |   |
| ADD AI                 | NOTHER RECIPIENT                         |   |
|                        |  |   |
|                        |  | BACK     NEXT     Save and     Return Later |
|                        |  | Questions/Problems?                         |



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15. 아래와 같은 화면이 나타나면 Evaluation Report To Be Sent to You부분 중 Delivery Options을 Standard Delivery (\$7)을 선택하고, Additional Recipient에서는2 nd Day Air (\$20) 를 선택한다. 이 선택을 마치고 Next 버튼을 누른다.

|  | Analy Opling  |   |
|--|---|---|
| World Education Services   | Apply Unime   |   |
|  |   |   |
| J.S. Application   |   |   |
| Personal Info Your Ed  | ucation Your Evaluation Services & Fees Payment Info  | Review & Submi  |
| * denotes a required field.  |   |   |
| Evaluation Type Selected<br>Selected Turnaround Tim  | : WES ICAP Course-by-Course - \$205<br>e: 7-Day service   |   |
| WES sends transcripts to ec  | lucational institutions only.   |   |
| Additional Reports<br>Additional reports for you or o  | other recipients ordered at the time of application are \$30 per report.  |   |
| Sealed Envelope Service<br>Sealed Envelope Service is a<br>include your evaluation an<br>would like to have your transp<br>page and click on the ADD R | vailable for an additional fee of \$5 per envelope. Sealed envelopes sent to y<br>ad not your transcripts because WES sends transcripts only to educational<br>cripts sent with your evaluation, please use the BACK button below to return<br>ECIPIENT button for direct delivery to institutions. | <b>you will only</b><br>institutions. If you<br>to the previous |
| Delivery Options<br>Standard Delivery fee of \$7 in<br>delivery options are available  | cludes shipping/handling and delivery by the U.S. Postal Service. Faster and for additional fees. Additional Delivery Options   | /or more secure   |
| Unofficial Report by Fax<br>Institutions and other recipier<br>unofficial fax report sent to ye  | nts generally require original reports printed on WES stationery. You may cho<br>ou for \$5. Interested in receiving a report by fax?   | oose to have an   |
| Please select the delivery op  | tions desired for reports.  |   |
| Evaluation Report to I   | Be Sent to You  |   |
| Report: This report is deli  | vered to you at the standard delivery rate unless you indicate otherwise.   |   |
| Delivery Options:  | Track your order  | Fax   |
| Standard Delivery (\$7)  | . 3-5 days (\$12)   | Fax (\$5)   |
|  |   |   |
| Additional Reports 0   | reports $\times$ \$30 per report = \$0  |   |
|  |   |   |
| Additional Recipient -   | New Orleans Baptist Theological Seminary  |   |
| Report:  | Additional Report Fee \$30  |   |
| Delivery Options:  |   |   |
| Standard   | Track your order  | Fax   |
| Standard Delivery (\$7)  | 💿 3-5 days (\$12) 🛛 🥺 2nd Day Air (\$20) 💿 Overnight Courier (\$30)   | 📄 Fax (\$5)   |
|  |   |   |
|  |   |   |
|  |   |   |
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|  | ■ BAC   | K NEXT -  |
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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.

| World Education Services  |   |
|---|---|
| U.S. Application  |   |
| Personal Info Your Education Your Evaluation  | Services & Fees Payment Info Review & Submit  |
| * denotes a required field.   |   |
| Please review the summary of charges listed below, and then<br>please use the tabs above or use the BACK button at the bo | n enter your payment information. To return to a previous page,<br>ttom 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: 💿 Credit Card 💿 🤆   | Check/Money Order/Wire Transfer   |
| Do you have a promotional code? * 🔘 Yes 💿 N   | o   |
| World Education Services uses a secure server the personal information.   | nat protects your credit card information as well as your                             |
|   | BACK NEXT >   |



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



#### **U.S.** Application

| Personal Info Your Education Your Eva              | luation     | Services & Fees         | Payment Info             | Review & Submit          |  |
|--|-------------|-------------------------|--------------------------|--------------------------|--|
| You have requested the following:                  |             |                         |                          |                          |  |
| WES ICAP Course-by-Course Evaluation               | s           | 205                     |                          |                          |  |
| 1 Report(s)  | S           | 30                      |                          |                          |  |
| Delivery Option: Standard Delivery                 | \$          | 7                       |                          |                          |  |
| Delivery Option: 2nd Day Air                       | \$          | 20                      |                          |                          |  |
|  |             |                         |                          |                          |  |
| Total Cost:  | \$          | 262                     |                          |                          |  |
| You may review your application now If you         | need to d   | correct any information | please navigate to th    | e appropriate area       |  |
| via the tabs.                                      |             | concort any mornation   | , piedee nangate te th   |                          |  |
| View of the World Ed                               | ucations    | s Services, Inc. Term   | s and Conditions an      | d acknowledge            |  |
| receipt of the WES <u>Privacy Policy</u> . I certi | fy that t   | he information I am     | submitting is accurat    | e and that all           |  |
|  |             |                         |                          |                          |  |
| Clicking Submit Application will temporarily re-   | direct your | to wess payment partner | o ensure secure processi | ig of your order.        |  |
| 4  | Sub         | mit Application         |                          |                          |  |
|  |             |                         |                          |                          |  |
|  |             |                         |                          | ■ BACK                   |  |
|  |             |                         | <                        | Save and<br>Return Later |  |
|  |             |                         | Q                        | uestions/Problems?       |  |



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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.

|   |                                 |   | INTERNATIONAL EDU   | CATION INTELLIGENCE                        |
|---|---------------------------------|---|---|--|
| J.S. Appli  | cat                             | ion   |   |  |
| Personal Info   |                                 | Your Education Your Evaluation Services   | & Fees Payment Info   | Review & Submit                            |
| Thank you for a   | subm                            | itting your application. A confirmation email has been s  | sent to your email at: jglee@live.c   | om   |
| Your referent<br>Please use this  | nce<br>s nun                    | number is 2310183.<br>aber in all correspondence with WES.  |   |  |
| Please  | print a                         | a copy of your completed application.   |   |  |
| Your Reference<br>name when you<br>received all of t<br>additional docu | e #is<br>u sen<br>he fo<br>ment | 2310183. Please be sure to save this number. You ne<br>d us any correspondence and/or a check for payment.<br>llowing required documents and full payment for service<br>s. | ed to include this reference numb<br>Your evaluation will be activated<br>as requested. We will notify you if | er and your<br>once WES has<br>we need any |
| Required Doc  | ume                             | nts:  |   |  |
| а   | .BA,<br>Seo                     | 1995<br>ul University, Korea  |   |  |
|   |                                 | What to Submit  | How to Submit   |  |
|   | 1.                              | Clear, legible photocopies of all graduation<br>certificates or diplomas issued in English by the<br>institutions attended  | To be submitted to WES by applicant.  |  |
|   |                                 | e.g. Associate, Bachelor, Master, Ph.D.   |   |  |
|   | 2                               | AND<br>Academic transcripts issued in English by the  | To be sent directly to WES by   |  |
|   | -                               | institutions attended for all post-secondary  | the institutions attended.  |  |
|   |                                 | programs of study   | Please <u>click here</u> to download a<br>academic transcript request<br>form.                                | in   |
|   | 3.                              | For completed doctoral programs, a letter<br>confirming the awarding of the degree  | To be sent directly to WES by the institutions attended.  | 프린트 출력이 완료되면 클릭                            |
|   | Co                              | pies of precise, word-for-word, English translations are  | required for all foreign language   |  |
|   | doc                             |   |   |  |
| Ь   | .M.Di<br>Kore                   | iv, 2004<br>ea Baptist University, Korea  |   |  |



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

| (WES) Academic  | c Records Real   | lest Form  | 생일표기 주의  |
|---|--|--|----------|
| A. For Applicante: This form is provided to facilita<br>You are responsible for contacting your academic in<br>Complete the top part of this form<br>Submit this form to the registrar/controller of ex<br>Print additional copies of this form   | te the release of y our academ<br>stitution directly.<br>caminations or oth r authoriz<br>Y.   | mic records by your academic institution.<br>ed official where you obtained your credential(s).  | Г        |
| A) Note that some institutions may charge a fee for     Last/Family Name  | First/Given Name   | WES Ref # (f applicable)   |          |
| Previous Name (Eapplicable) Institution Name  | Date of Birth (dd/mm/yyyy)<br>Country  | E-mail<br>Dates Attended   | 본인작성     |
| Degree Name (if applicable)   | Year of Award (If applicable)  | From To<br>(mm)yyyy) (mm)yyyy)   |          |
| I hereby authorize the release of my academic recor   | ds to World Education Ser  | vices.   |          |
| <ul> <li>B. For Authorized Officials: The person names<br/>Services. His or her records/statement of marks shu<br/>study.</li> <li>1) Please fill out this form and verify if a degree has<br/>2) Place this form and academic record(s) in an em<br/>3) Sign and seal the envelope across the back flap</li> </ul> | d above requests that their a<br>ould show all subjects comple<br>i been awarded and/or that the<br>relope.<br>and send it directly to World | cademic records be released to World Education<br>eted and all grades/marks awarded for all years of<br>re student attended your institution.<br>Education Services. |          |
| Institution Name:<br>Degree obtained: (if applicable)   | Date awards  | sd: (month/yr)   | 대하 자성    |
| Name of Official Completing Form: (please print or type) Telephone:   | Email:   |  |          |
| Autoorized signature and seal:<br>es. The applicant's academic records are attact<br>Forkuthorized officials only: Please send this form<br>World Education Services<br>P.O. Box 5097<br>Bowling Green Station<br>New York, NY 10274-5087<br>USA  | hed to this form.<br>and academic records dire<br>By Express O<br>World Educati<br>64 Beaver St.<br>New York, NY<br>USA                      | Date:  | 서류보내는 주소 |



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위의 개인정보를 빠짐없이 기록한 다음 대학의 학적 관계자에게 제출하면 **학적 담당자는 점선 아래의 부분을 확인하고 기록하여 서명후 학교의 직인으로 seal을 하고, 하단 부분에 지원자의 성적표를 동봉한다는 내용 옆에 있는 박스를 클릭하여 체크를 한 다음 영문 성적표와 기록한 양식을 우편으로 WES로 보내야 한다.** 맨 하단에 보낼 주소를 선택할 때 By Express Courier 아래에 있는 주소지로 보내야 한다. 봉투에 기록되는 발신자 주소도 대학의 주소를 기록해서 보내야 한다. 지원자 본인의 주소를 써서 보내면 의심을 받아 처리가 지연될 수 있다. 대학 담당자가 대학 봉투를 사용하여 보내는 것이 최선이라 할 수 있다.

성적표는 영문이어야 하며 영문이 아닌 경우 단어 하나 하나를 문자적으로 번역한 번역본을 첨부해야 한다. 그리고 지원자 본인은 졸업장이나 학위증을 컬러로 복사하여 그것을 위에서 언급된 주소로 보내야 한다. 한국의 경우 졸업증명서를 학교에서 성적표와 함께 보낼 수도 있다. 어떤 경우든 Money Order를 WES로 보내는 것은 지원자의 책임이다.

#### Academic Records Request Form의 작성을 마치면, 다시 18번 화면의 b 항목으로 이동한다.

 confirming the awarding of the degree
 the institutions attended.

 Copies of precise, word-for-word, English translations are required for all foreign language documents.
 the institution attended.

#### b.M.Div, 2004

Korea Baptist University, Korea

|           | What to Submit   | How to Submit  |          |
|-----------|--|--|----------|
| 1.        | Clear, legible photocopies of all graduation<br>certificates or diplomas issued in English by the<br>institutions attended | To be submitted to WES by applicant.   | 20번 설명 침 |
|           | e.g. Associate, Bachelor, Master, Ph.D.  |  |          |
|           | AND  |  |          |
| 2.        | Academic transcripts issued in English by the<br>institutions attended for all post-secondary<br>programs of study         | To be sent directly to WES by<br>the institutions <u>attended</u> .<br>Please <u>click here</u> to download an<br>academic transcript request<br>form. |          |
| 3.        | For completed doctoral programs, a letter<br>confirming the awarding of the degree   | To be sent directly to WES by the institutions attended.   |          |
| Co<br>doo | pies of precise, word-for-word, English translations are<br>cuments.   | required for all foreign language  | ]        |
|           | Where to Send Docume   | ents   | 7        |

By postal mail:

By express courier:



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20.위의 19번 과정이 마쳐지면 18번 스크린 b 항목 2번 오른쪽 칸에 있는 Please click here to download라고 쓰여진 부분에서 click here를 클릭한다. 클릭과 동시에 아래와 같이 또 다른 Request for Academic Records라는 제목의 서류가 새창으로 열리면 프린터로 출력한 후 위 19번에서와 같이 본인이 점선 상단에 개인 정보, 생년월일, M.Div. 학위를 받은 학교 이름, 학교 재학 기간, 학위명, 학위 수여 년도, 전공 등의 정보를 입력하고 서명하고 날짜를 기록한 다음 M.Div. 학위 수여 학교 학적 담당자에게 점선 아래 부분을 작성케 하여 영문 성적표를 동봉하여 By Express Courier아래에 명시된 주소로 보내도록 해야 한다. 이 과정을 마치면 학위 인증 과정이 모두 마쳐진다.

| (MTC)  |  | _  |  | 상   | 일 표기 주의          |
|--|--|--|--|-----|------------------|
| Acader   | mic Records  | Regu   | est Form   |     |                  |
| A. For Applicants: This form is provided to far<br>You are responsible for contacting your acade<br>1) Complete the top part of this form<br>2) Submit this form to the registrar/controller<br>3) Print additional copies of this form as neo<br>4) Note that some institutions may charge a: | acilitate the release of y<br>mic institution directly.<br>of examinations or othe<br>essary.<br>fee for this service. | ou : acaden<br>er authorize                                  | is records by your academic institution.<br>d official where you obtained your credential(s).                    |     |                  |
| , , , ,  |  |  | WES Ref # (If applicable)  | 1   |                  |
| Last/Family Name   | First/Given Name   |  |  |     | _ 보이 잔성          |
| Previous Name (If applicable)  | Date of Birth (dd/mm)  | (2002)   | E-mail   |     |                  |
| Institution Name   | Country  |  | Dates Attended   |     |                  |
| Degree Name (if applicable)  | Year of Award (If app  | licable)   | FromTo<br>(mm/yyyy) (mm/yyyy)<br>Major   |     |                  |
| Student ID or Roll Number at sending institution (if applicable)   |  |  |  | 1   |                  |
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| Services. His or her records/statement of mark<br>study.<br>1) Please fill out this form and verify if a degree<br>2) Place this form and academic record(s) in a<br>3) Sign and seal the envelope across the back   | ks should show all subje<br>e has been awarded an<br>in envelope.<br>i flap and send it directly                       | ects comple<br>nd/or that th<br>y to World E                 | ted and all grades/marks awarded for all years of<br>e student attended your institution.<br>Education Services. |     |                  |
| Institution Name:  |  |  |  |     |                  |
| Degree obtained: (If applicable)   |  | Date awarded: (month/yr)                                     |  | 1 > | — M.Div. 졸업약교 작성 |
| Name of Official Completing Form: (please print or type)   |  | Title:   |  |     |                  |
| Telephone:   |  | Email:   |  |     |                  |
| Authorized signature and seal:   |  |  | Date:  |     |                  |
| Yes. The applicant's academic records are a  | attached to this form.   |  |  |     |                  |
|  |  |  | to WES using one of the addresses below:   |     |                  |
| For authorized officials only: Please send this f  | form and academic rec  |  |  |     |                  |
| For suthorized officials only: Please send this f<br>By Postal Mail:<br>World Education Services<br>P.O. Box 6087<br>P.O. Box 6087<br>New York, NY 10274-5087<br>USA   | form and academic rea<br>By I<br>Wor<br>64 E<br>New<br>USA   | Express C<br>rld Educatio<br>Beaver St. 4<br>v York, NY<br>A | purier:<br>n Services<br>146<br>10004  | _   | 서류보내는 주소         |



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