

OKLAHOMA CHRISTIAN UNIVERSITY.

International Student

WES EVALUATION INSTRUCTIONS

The WES Course-By-Course Evaluation helps Oklahoma Christian University to verify the U.S. equivalency of your courses taken, degree(s) earned, and GPA achieved in universities outside the U.S. This completed evaluation must be submitted by the application deadline for each semester. Completing the WES Course-By-Course Evaluation does not guarantee admission.

WHO MUST OBTAIN THE WES EVALUATION?

You must obtain a WES Course-By-Course Evaluation if you are applying to programs in the Graduate Schools of Business, Engineering, or Theology and your bachelor's degree was earned in a university outside of the U.S. Additionally, OC's Graduate Programs may require the WES Evaluation for any credit hours earned outside the U.S.

INSTRUCTIONS TO APPLY ONLINE

1. Go online to **www.WES.org/students**
2. Click on **Apply Now** on the left side
3. Under **For Education, Employment, or Immigration Purposes in the U.S.**, click on **Apply Now**.
4. Complete the **CREATE AN ACCOUNT** page and click on the box **Create an Account**
5. Complete the **Personal Info** page
6. Complete the **Your Education** page

NOTE: After you enter the country and each educational institution where you studied, you must click on **Click here to review the required documents for this credential** and then click the box below it. This link will tell you exactly what documents must be sent to WES and how to send them. You must follow the WES required documents instructions *exactly* when you send your educational documents.

7. Complete the **Your Evaluation** page
 - Click on the dropdown menu to answer the question, **What is the primary purpose for this evaluation?**
 - Choose either the **WES ICAP Comprehensive Course-by-Course \$205** option or the **WES Basic Course-by-Course \$160** option
 - Choose the best **Turnaround Time** for your situation. 7-Day service means that your evaluation will be completed in 7 business days from the time WES receives your payment and all of your required educational documents. You may choose a faster turnaround time, but it will cost more.
 - Please read the **Sending Reports** section very carefully to understand how to choose between the WES ICAP and WES Basic options and to avoid extra costs!
 - Click on **ADD RECIPIENT** to add Oklahoma Christian University. **VERY IMPORTANT: If you do not add Oklahoma Christian University as a recipient when you first apply for the WES, you will be charged a USD \$30 processing fee to add Oklahoma Christian University as an "additional recipient" later.**
 - Choose the type of recipient from the dropdown menu and click **Continue**
 - Type **Oklahoma Christian University**, click **Search**, select **Oklahoma Christian University**, and click **Select this Institution**
 - Select **Office of International Programs**, and click **Next**
8. Complete the **Services & Fees** page, and click **Next**
 - You will be charged a required \$7 mailing fee for a report to be sent to you in the US.
 - You will be charged a required \$7 mailing fee for a report to be sent to Oklahoma Christian University.
 - You may choose to pay more for extra reports, faster delivery, and additional recipients.
9. Review your selections, costs, and payment method on the **Payment Info** page, and click **Next**
10. Confirm your order and submit application on the **Review and Submit** page.
 - Select the box to confirm and click **Submit Application**.
11. Enter your address and payment information and click on **Submit Payment**.

WES REFERENCE NUMBER

When you apply and pay, WES will assign you a 7-digit Reference Number. With this number, you can log in to WES again to check your Course-By-Course Evaluation status.

WES ONLINE STATUS

The International Programs Office will have access to your WES status *only after* you have applied and paid online for the evaluation and have indicated that you want a WES Course-By-Course Evaluation sent to Oklahoma Christian University.