Guide: How to submit WES ICAP Course by Course Evaluation

Step 1: Go to World Education Services main page. [Wes.org](http://Wes.org)

[Image of World Education Services main page]

Step 2: Under “Credential Evaluations” select “Evaluations & Fees”

[Image of Credential Evaluations page on WES website]
Step 3: Select “Education”

Step 4: Select your incoming education status: Freshman, Transfer, or Graduate
Step 5: Select Apply now

Step 6: Select where your evaluation be used. Please select U.S.
Step 7: If you have an account, log in. If you do not have an account, please complete all indicated required fields to create a WES account.

Step 8: After you create an account select education and once again select your incoming education status.
Step 9: Enter Recipient information. Enter your own information for recipient 1

Step 10: Enter and select “Washington Adventist University”
Step 11: Evaluation types, select “WES ICAP” under Course-by-Course Evaluation

Step 12: Final step. Review information, submit payment, and confirm order.