



# Academic Records Request Form

**A. For Applicants:** This form is provided to facilitate the release of your academic records by your academic institution. You are responsible for contacting your academic institution directly.

- 1) Complete the top part of this form
- 2) Submit this form to the registrar/controller of examinations or other authorized official where you obtained your credential(s).
- 3) Print additional copies of this form as necessary.
- 4) Note that some institutions may charge a fee for this service.

		WES Ref # (if applicable)
Last/Family Name	First/Given Name	
Previous Name (if applicable)	Date of Birth (dd/mm/yyyy)	E-mail
Institution Name	Country	Dates Attended From _____ To _____ (mm/yyyy) (mm/yyyy)
Degree Name (if applicable)	Year of Award (if applicable)	Major
Student ID or Roll Number at sending institution (if applicable)		

**I hereby authorize the release of my academic records to World Education Services.**

**Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**B. For Authorized Officials:** The person named above requests that their academic records be released to World Education Services. His or her records/statement of marks should show all subjects completed and all grades/marks awarded for all years of study.

- 1) Please fill out this form and verify if a degree has been awarded and/or that the student attended your institution.
- 2) Place this form and academic record(s) in an envelope.
- 3) Sign and seal the envelope across the back flap and send it directly to World Education Services.

Institution Name:	
Degree obtained: (if applicable)	Date awarded: (month/yr)
Name of Official Completing Form: (please print or type)	Title:
Telephone:	Email:

**Authorized signature and seal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Yes. The applicant's academic records are attached to this form.**

**For authorized officials only:** Please send this form and academic records directly to WES at the address below:

World Education Services  
 2 Carlton Street, Suite 1400  
 Toronto, ON M5B 1J3  
 Canada