

Tips for Sending WES Evaluations to SJSU

Step #1

After logging into World Education Services (WES) at <https://www.wes.org>, you will complete the tabbed sections “Personal Information,” “Report Purpose,” and “Your Education.”

You will be prompted to “Add Recipient.” You will then enter “San Jose State University” in the search box. You should see San Jose State University as the Primary result.

Recipient 2: Institution(s) receiving your report

Please add the institution(s) you want your report sent to. Each institution you add will result in an additional fee of \$30 plus shipping and handling.

Add Recipient

Please search for a recipient using the text box below

Institution or Company*

1 result found.

San Jose State University ✓

If the recipient you're searching for doesn't appear in the list above, please try again with a more specific name or you may [manually enter the recipient's information](#).

Step #2

Very Important! You must select the first option, Graduate Admissions and Program Evaluations (GAPE), in order for our office to properly receive your scores.

By selecting this field, the system will automatically input the correct address.

Add Recipient

San Jose State University

If the school or department you are looking for is not listed below, you may [manually enter the recipient's information](#).

Department/Office Name*

Graduate Admissions and Program Evaluations (GAPE)
(electronic delivery only)

One Washington Square
San Jose, CA 95192-0017
United States of America

Attention To ?

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Step #3

Under the tab titled "Your Evaluation," you will select the type of WES service you would like. If you are only using your WES Evaluation for San Jose State University (SJSU) at this time, we suggest you select the WES Basic Document-by-Document evaluation. Please contact WES if you plan to send your evaluation to campuses other than SJSU for advice on the appropriate evaluation service to use.

Other available evaluation packages: ▼

Document-by-Document Evaluation ▲		
Features	WES ICAP	WES Basic
Authenticated transcripts stored and sent to institutions	✓	
Evaluation of official documents	✓	✓
Price		
	Select	Select

For additional information or guidance with the process, please contact us at grad-admissions@sjsu.edu or at (408) 283-7500.