



# 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. You must include your WES reference number.
- 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.

<b>WES REFERENCE No. (REQUIRED)</b>		
<b>No. Referencia</b>		
<b>LAST/FAMILY NAME</b>		<b>FIRST/GIVEN NAME</b>
<b>Nombre completo</b>		<b>Apellidos Completos</b>
<b>PREVIOUS NAME (IF APPLICABLE)</b>	<b>DATE OF BIRTH (DD/MM/YYYY)</b>	<b>E-MAIL</b>
N/A	<b>Fecha de nacimiento</b>	<b>Correo electrónico</b>
<b>INSTITUTION NAME</b>	<b>COUNTRY</b>	<b>DATES ATTENDED</b>
Fundación universidad de Bogotá Jorge Tadeo Lozano	Colombia	<b>FROM <u>fecha de inicio</u> TO <u>fecha fin</u></b> (mm/yyyy) (mm/yyyy)
<b>DEGREE NAME (IF APPLICABLE)</b>	<b>YEAR OF AWARD (IF APPLICABLE)</b>	<b>MAJOR</b>
<b>Título obtenido - Pregrado</b>	<b>Año de grado</b>	<b>Título obtenido - Posgrado</b>
<b>STUDENT ID OR ROLL NUMBER AT SENDING INSTITUTION (IF APPLICABLE)</b>		
<b>No. Documento de identidad</b>		

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

Applicant's signature: Firma digital (Como firma en su documento de identidad)

Date: Fecha de solicitud

**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 complete this form.
- 2) Place this form and academic record(s) in an envelope.
- 3) Sign and seal the envelope across the back flap.

<b>INSTITUTION NAME</b>	
<b>DEGREE OBTAINED: (IF APPLICABLE)</b>	
<b>DATE AWARDED: (MONTH/YR)</b>	
<b>NAME OF OFFICIAL COMPLETING FORM: (PLEASE PRINT OR TYPE)</b>	<b>Title:</b>
<b>TELEPHONE</b>	<b>Email:</b>

Authorized signature and seal: \_\_\_\_\_

Date: \_\_\_\_\_

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

Please send this form and academic records directly to WES at the address below:

WES Reference No. \_\_\_\_\_  
 World Education Services  
 Attention: Documentation Center  
 102-2820 14th Avenue  
 Markham, ON L3R 0S9  
 Canada

---

## Document Submission Checklist

Please use this checklist as a guide to ensure that the documents meet WES requirements. Documents not received as specified will delay your credential evaluation.

### Remember to:

- Carefully follow the **document requirements** for your country of education.
- Use the **Academic Records Request Form** (optional).

### BEFORE Sending Your Documents:

---

- Make sure that your transcripts are complete. Transcripts must show: all subjects taken, grades received for each subject, and for each year you were in the program.
- Make sure that academic records include the correct spelling of your name. The WES evaluation will indicate the name and date of birth shown on your academic records.
- Make sure that all documents that are sent to WES are clear and legible.

### WHEN Sending Your Documents:

---

- Make sure that your WES reference number is indicated on all envelopes.
- Make sure that your transcripts are placed in an envelope that is signed and sealed across the back flap by the institution preparing the documents.
- Send only academic records issued by recognized academic institutions. WES does not evaluate occupational or trade qualifications.

### Please Do NOT Send:

---

- Personal photocopies of transcripts.
- Original documents, unless specifically requested by WES.
- Documentation regarding non-formal training or work experience.