

Translation Application



Worldwide Education Consultant Services, Inc.

Amt. Pd/Date: _____ \$ CC/DC M/O

Amt. Owed: _____ \$ CC/DC M/O

p/u _____ mail _____ e-mail _____

ARG# _____

FOR OFFICE USE ONLY

Name _____ Previous/Maiden Name _____
Last/Family First/Given Middle If appearing on any of your academic credentials

Address _____
Number and Street Apt. Number

_____ City State/Province Country Zip/Postal Code

Phone _____ Phone _____ E-mail _____

Date of Birth (Month/Day/Year): _____ Sex: Male Female How did you hear about us? _____

Has WECS, Inc. previously completed an evaluation for you? Yes No If yes, please provide the ARG # _____

Send Translation Reports to the following institution/company:

Purpose of the Translation (Choose one):

- Military Education Employment Immigration Professional Licensing/Certification Alternative Certification Program

Translation Fees

Translations are completed within 21-business days from the day WECS, Inc. receives all required documents.

Translations are done for documents in Spanish, French, Italian and Portuguese.

- Letter Size Translation (\$65.00 per page)..... \$ _____
- Legal Size Translation (\$75.00 per page)..... \$ _____
- Process Letter (\$20.00)..... \$ _____
- Verification of Transcripts or Degree (\$50.00)..... \$ _____
{Client will be notified before verification is done and we will request your signature.}
- Research Fee (\$20.00 up to 1 hour & an additional \$15.00 beyond the 1 hour of research)..... \$ _____
{If WECS, Inc. needs to do research on the information provided, there will be a research fee assessed, but the client will be notified prior to doing the work.}
- Additional translation reports (\$30.00)..... \$ _____
{There are 2 translation reports that are provided to you at the time of completion. One translation report sealed and one translation report loose leaf.}
- Other _____ \$ _____

******Please understand that this is a verbatim translation and not an evaluation. WECS, Inc. will not be responsible for completing a translation if an evaluation is required. Make sure that you have verified with the receiving institution/agency as to which will be required. ******

 (Initial Here)

Rush Services (optional)

Depending on documentation provided. There are no same day services available.

- 1-business day (\$170.00) 2-business days (\$160.00) 3-business days (\$150.00) 7-business days (\$110.00)..... \$ _____

Delivery Methods (one per mailing address)

- Priority Mail (\$12.00) Lonestar Overnight (\$40.00) Mexico LSO-Estafeta (\$40.00+)..... \$ _____
- FedEx(\$50.00+) International FedEx (\$55.00+) Email/Fax (\$5.00)..... \$ _____

{If your documents are returned to WECS, Inc. due to incorrect information, undeliverable or were not picked up, there will be a \$20.00 mailing fee.}

Payment Options

Charge to: Visa Mastercard Discover (\$5.00 processing fee)..... \$ _____

I will be paying with my credit/debit card by phone. I give WECS, Inc. permission to charge my credit/debit card. _____
 (Required: Signature of Cardholder)

Money Order (Make money order payable to WECS, Inc. and make sure to sign) **CHECKS ARE NOT ACCEPTED.**..... \$ _____

Deposit made to BBVA Compass Bank Account _____ \$ _____

Total Amount \$ _____

I certify that: All of the information provided in the application is correct. I have read all the instructions and policies and agree to the terms and conditions. I understand that the report does not obligate any institution or party to use it. I release Worldwide Education Consultant Services, Inc from any liability for damages resulting from the use of the evaluation report. WECS, Inc. reserves the right to refuse service or to reassess evaluations based on new or different information. I understand that the fees are not refundable once an evaluation has been completed. Evaluations may take longer than the agreed upon time to verification of studies.

****Process will not continue until all required documents have been received, and paid partial or in full. ****

X _____

Signature

Date