

## Instructions to add Valparaíso University Graduate Studies as a recipient on a [World Education Services \(WES\)](#) credential evaluation.

1. Under 'Your Information,' select 'Report Recipients.'
2. Scroll down to 'Recipient 2: Institution(s) receiving your report.'
3. In the 'Institution or Company' field, type in 'Valparaíso University.' It will automatically populate. Click on 'Valparaíso University.'
4. A pop-up will appear called 'Add Recipient.' Under the field titled, 'School/Division,' select 'Office of Graduate Admission.'
5. Once that is selected, scroll down and select 'add recipient.'

The screenshot shows the WES 'My Application (U.S.)' interface. The top navigation bar includes the WES logo, the text 'My Application (U.S.)', and a 'Save & Exit' button. Below the navigation bar, there are language options: 'English' and 'Français (beta)'. The main content area features a progress bar with four steps: 'Your Information', 'Your Evaluation', 'Review', and 'Report Recipients'. The 'Report Recipients' step is highlighted with a red circle. Below the progress bar, a message states: 'Please enter the recipients you would like WES to send your evaluation report to.' The 'Add Recipient' section is also highlighted with a red circle. It contains a search box labeled 'Institution or Company\*' with the text 'valparaiso university' entered. A 'Clear' button is next to the search box. Below the search box, it says '1 result found.' and lists 'Valparaíso University' as the result. A red circle highlights the 'Valparaíso University' link. At the bottom of the page, there is a green icon of a person and a 'Help' button.

WES WORLD EDUCATION SERVICES

My Application (U.S.)

Save & Exit

English Français (beta)

Your Information Your Evaluation Review

Personal Information Report Purpose Your Education Report Recipients

Please enter the recipients you would like WES to send your evaluation report to.

WES WORLD EDUCATION SERVICES

My Application (U.S.)

Save & Exit

English Français (beta)

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 \$32 plus shipping and handling.

Add Recipient

Please search for a recipient using the text box below


Institution or Company\* valparaiso university Clear

1 result found.

Valparaíso 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.](#)

Help

WORLD  
EDUCATION  
SERVICES

My **Application** (U.S.)

Save & Exit

EnglishFrançais (beta)

Add Recipient

Valparaiso University

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

School/Division\*

✓ Select...


Office of Graduate Admissions


Office of Undergraduate Admissions

Department/Office Name\*

Valparaiso 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.](#)

Help

WORLD  
EDUCATION  
SERVICES

My **Application** (U.S.)

Save & Exit

EnglishFrançais (beta)

School/Division\*

Office of Graduate Admissions

Office of Graduate Admissions

(electronic delivery only)

1700 Chapel Drive

Kretzmann Hall, Room 114

Valparaiso, IN 46383

United States of America


Attention To ?

Delivery Method\*

Your report and verified transcripts will be delivered electronically to this institution. To deliver your report electronically, there is a standard processing fee of \$11.00. When you review your order, this standard processing fee will be labeled "**Delivery Method:** Standard Delivery - \$11.00."

Add this Recipient

Edit Address

VALPARAISO  UNIVERSITY

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