CertiFile Degree Evaluation Order Process

If a degree evaluation is required to complete your WWU Graduate School Application, we will email you once we have completed our initial review of your materials, and also enable a widget on your application activity page that will permit you to initiate a CertiFile order.

Please note: Use of CertiFile is optional. If you would prefer to submit a WES evaluation we accept those as well. If you choose to use WES, the equivalent product is a WES ICAP evaluation, which includes verified transcripts from the institutions you have attended, eliminating the need for you to send official copies of those documents directly to our office in the event that you are admitted and choose to attend WWU.

If you already have official documents (transcripts, degree certificates) saved in a Digitary or My eQuals account, you can attach them to the order rather than request them directly from the institutions you attended.
Your Educational History information will be pulled in from your application into the Certifile order.

If you have attended US or Canadian institutions in addition to those outside the US/Canada, you will want to remove them from your Certifile order. It is not necessary to have transcripts from those institutions evaluated.

If you need to update any information about your institutions (degree awarded, dates attended), click the Edit button.

If your institution does not indicate the degree awarded on its “transcript”, please ensure that you also provide the “degree” document.
If your degree is complete, you will probably only need to order the “Evaluation” option.

If your degree is still in progress, the “Portfolio Evaluation” provides you with the flexibility to have the evaluation updated once your degree is complete, without incurring additional charges.
Once your evaluation order is submitted, you will receive an email confirmation.

Dear Just,

Thank you for submitting your CertiFile order. This is the first step in the official academic credentials attachment process. Your CertiFile order will not be complete until you follow the steps outlined below.

WHAT'S NEXT?
To prepare a useful Evaluation/Certification, Educational Perspectives requires you to submit your official academic credentials from each school you attended. Please review the documentation requirements for each country you were educated on your status page.

CertiFile order status
Log in with your existing Apply/Web Account. Here you will find all the information you need. You also need to use your email [denise.mo@wwu.edu] to create a Digitany account here if you do not already have one.

You will also be able to access the CertiFile menu to check your order status from your ApplyWeb Application Activity page (the same place you manage your references, review your checklist and view/respond to admission offers)
When documents are received and the evaluation is complete, you can view them online.
They will also be automatically loaded into your application file, and acknowledged on your application checklist (official transcript items).

If you have further questions about the CertiFile Certified Credentials Attachment Service, please contact the WWU Graduate School office directly at gradschool@wwu.edu or (360) 650-3170