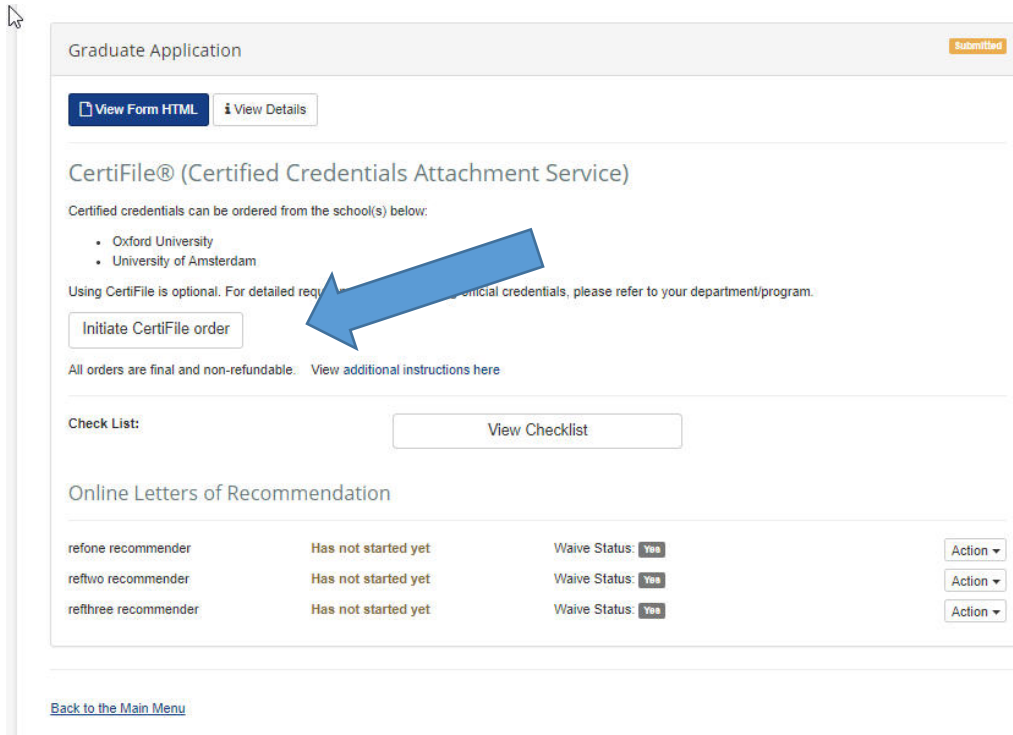


# CertiFile Degree Evaluation Order Process

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.



Graduate Application Submitted

[View Form HTML](#) [View Details](#)

### CertiFile® (Certified Credentials Attachment Service)

Certified credentials can be ordered from the school(s) below:

- Oxford University
- University of Amsterdam

Using CertiFile is optional. For detailed requirements for official credentials, please refer to your department/program.

[Initiate CertiFile order](#)

All orders are final and non-refundable. [View additional instructions here](#)

Check List: [View Checklist](#)

#### Online Letters of Recommendation

refone recommender	Has not started yet	Waive Status: <input type="checkbox"/> Yes	Action ▾
reftwo recommender	Has not started yet	Waive Status: <input type="checkbox"/> Yes	Action ▾
refthree recommender	Has not started yet	Waive Status: <input type="checkbox"/> Yes	Action ▾

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## CertiFile® Menu

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### Start a new order

Start a new order or update an existing order with Educational Perspectives (EP).

- Please review the EP ordering process.

• [Start a new order](#)

### Attach academic credentials now

CertiFile in conjunction with Digitary and My eEquals allows you to Share, Download and Attach official academic credentials such as transcripts and degree certificates to this application.

- Please review the attachment ordering process.

• [Attach official academic credentials](#)

[Exit](#)

If you already have official documents (transcripts, degree certificates) saved in a Digitary or My eEquals 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.**



## Educational History

To complete your order, CertiFile® needs your complete and accurate educational history.

These are the institutions you listed in your application. Use the "edit" button to provide correct and up to date information.

School 1 of 2

University Of Oxford  
1989 - 1993  
Degree Received: ND



100%  
complete

Edit

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



## Credentials Selection

Select the academic credential categories you want to attach for each institution you listed in your application.

Not sure which categories your academic credentials belong? [Click here for help on Academic Credential Categories](#)

School 1 of 2

University Of Oxford  
1989 - 1993  
Degree Received: BA



100%  
complete

Edit

Select the academic credential categories to attach.

- Degree
- Transcript

If your institution does not indicate the degree awarded on its "transcript", please ensure that you also provide the "degree" document.



## Services Offered

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.

WESTERN WASHINGTON UNIVERSITY requests an Evaluation service. The fee is \$150.00 plus academic credential attachment fees.

CertiFile® offers several services. You can either continue with the requested service or opt for an upgrade.

Which service would you like?

- Evaluation \$150.00** Submitted academic credentials are certified authentic and evaluated to determine U.S. equivalents. A Report is issued. (Recommended if you plan to apply to other schools)
- Portfolio Evaluation \$230.00** An Evaluation, plus one free update of your Report and academic credentials in the future. (Recommended if you are currently studying and plan to apply to other schools)

If you are not sure which service level is best for you, read [more information about service levels](#)

Continue



## Initiate Order

CertiFile® has all the information needed to send your order to Educational Perspectives. Please take a moment to review your order.






Service Fees	
Evaluation fee	\$150.00
Credential Attachment Fees	
Educational Perspectives	
Evaluation Report	\$12.00
University Of Oxford	
Degree	\$10.00
Transcript	\$10.00
Amsterdam University College	
Degree	\$10.00
Transcript	\$10.00
Total	
Total Fees	\$202.00

Once we send your order, you must send Educational Perspectives all your academic credentials.

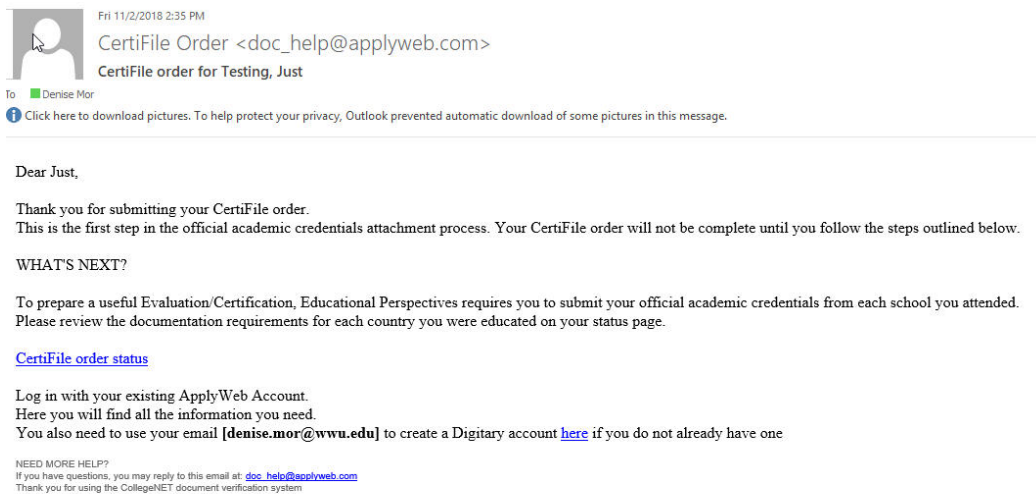
Details of how to do this are provided by country below. Please review the instructions.

University Of Oxford

[View Instructions for this Country](#)

<div style="text-align: center; font-size: 2em; margin-bottom: 10px;">\$</div> <table border="0" style="width: 100%;"> <tr><td>Evaluation fee</td><td style="text-align: right;">150.00</td></tr> <tr><td>Evaluation Report</td><td style="text-align: right;">12.00</td></tr> <tr><td>Degree</td><td style="text-align: right;">10.00</td></tr> <tr><td>Transcript</td><td style="text-align: right;">10.00</td></tr> <tr><td>Degree</td><td style="text-align: right;">10.00</td></tr> <tr><td>Transcript</td><td style="text-align: right;">10.00</td></tr> <tr><td colspan="2">-----</td></tr> <tr><td>Total fees:</td><td style="text-align: right;">\$</td></tr> </table>	Evaluation fee	150.00	Evaluation Report	12.00	Degree	10.00	Transcript	10.00	Degree	10.00	Transcript	10.00	-----		Total fees:	\$	<h3>Billing Information</h3> <p>Name and address should be the same on the credit card statement.</p> <p>Just Testing 516 High St Bellingham WA 98225 US denise.mor@wwu.edu</p> <hr/> <p><a href="#">Change billing information</a></p> <hr/> <h3>Credit Card Info</h3> <p>We Accept</p> <div style="display: flex; justify-content: space-around;">     </div> <p>Credit Card Number</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between;"> <input type="text" value="1234 5678 9012 3456"/>  </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <p>Expiration Month</p> <div style="border: 1px solid #ccc; padding: 5px; width: 40px; margin: 0 auto;">MM</div> </div> <div style="text-align: center;"> <p>YY</p> <div style="border: 1px solid #ccc; padding: 5px; width: 40px; margin: 0 auto;">YY</div> </div> <div style="text-align: center;"> <p>Security Code/CVV <small>?</small></p> <div style="border: 1px solid #ccc; padding: 5px; width: 60px; margin: 0 auto;">123</div> </div> </div> <div style="background-color: #4CAF50; color: white; text-align: center; padding: 10px; margin-top: 10px;"> <p>Pay \$</p> </div> <div style="background-color: #2196F3; color: white; text-align: center; padding: 10px; margin-top: 10px;"> <p>Back</p> </div>
Evaluation fee	150.00																
Evaluation Report	12.00																
Degree	10.00																
Transcript	10.00																
Degree	10.00																
Transcript	10.00																
-----																	
Total fees:	\$																

Once your evaluation order is submitted, you will receive an email confirmation.



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)

Graduate Application Submitted

[View Form HTML](#) [View Details](#)

### CertiFile® (Certified Credentials Attachment)



All orders are final and non-refundable. [View additional information](#)  
[Review order status or initiate new order.](#)

Check List:

#### Online Letters of Recommendation

refone recommender	Has not started yet	Waive Status: <input type="button" value="Yes"/>	<input type="button" value="Action"/>
reftwo recommender	Has not started yet	Waive Status: <input type="button" value="Yes"/>	<input type="button" value="Action"/>
refthree recommender	Has not started yet	Waive Status: <input type="button" value="Yes"/>	<input type="button" value="Action"/>

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## CertiFile® Menu

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### Start a new order

Start a new order or update an existing order with Educational Perspectives(EP).

- Please review the [EP ordering process](#).

- You cannot start a new order until your order with Educational Perspectives is complete. See status below.

### Attach academic credentials now

CertiFile in conjunction with Digitary and My eQuals allows you to Share, Download and Attach official academic credentials such as transcripts and degree certificates to this application.

- Please review the [attachment ordering process](#).

- [Attach official academic credentials](#)

### Credentials Status

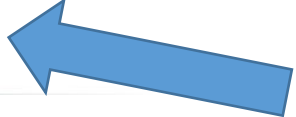
View academic credential status for this application.

- [Credential status](#) ▲

### Prior order details

View your CertiFile order history.

- [Order history](#) ▲



When documents are received and the evaluation is complete, you can view them online-



## Credentials Status

• [Credential status](#) ▾

View academic credential status for this application.



**Educational Perspectives**

**Report**



 Evaluation Report [View](#)  Attached

**University Of Oxford**  
1989 - 1993

**Degree**



 Diploma [View](#)  Attached

**Transcript**



 Academic Record [View](#)  Attached

**Amsterdam University College**  
2015 - 2018

**Degree**

 Diploma [View](#)  Attached

**Transcript**

 Academic Record [View](#)  Attached

## Prior order details

• [Order history](#) ▲

View your CertiFile order history.

They will also be automatically loaded into your application file, and acknowledged on your application checklist (official transcript items).

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