

Procedure for "Apply for WES"

Step1 – Processing Document verification request to your issuing authority Institution

1. Go to your Institution website & Select [Online verification Link \(crescent.directverify.in\)](http://crescent.directverify.in)
2. Select "Apply for WES" & Read Important Instructions given, carefully.
3. From the drop-down list, Request documents for verification as per WES instructions
4. Create your Docswallet digital locker account.
5. Process online payment to complete your verification request.
6. Receive email notification after verifications completed by the Issuing authority.

Your Institution charges will be visible depending on the number of documents you have select/request.

Step2 - Submission of Document to World Education Service.

Once the issuing Authority Completes document verification, proceed as below to complete the Digital Submission of your verified Documents to WES.

1. Login to Docswallet account.
2. Confirm all requested verifications are completed by the university/college authority.
3. Go to "Start WES Application" screen to view all "Approved" documents.
4. Select all approved documents to submit your application to WES.
5. Validate your WES registration details as per the WES records.