

Credit Transfer Request Form

Please complete this form if you have previously studied at higher education level elsewhere and would like to transfer credits from that study to an OU qualification.

Please provide the following details about yourself:

1. Title (Mr/ Mrs/ Ms/ Miss/ Dr, etc.)	
2. First name(s)	The name on your student record must match the name on the evidence of your previous study. If your name has changed please make sure that you also provide a deed poll, marriage certificate or statutory declaration as evidence that both names correspond to the same person.
3. Surname or family name	
4. Address	The address you will provide here should be your main residence. If not stated otherwise, we will send all correspondence to this address
5. Postcode	
6. Main Telephone number	
7. Main Telephone number	
8. Email address:	The email address you will provide here will be used to inform you of the application result as soon as we have assessed your personal situation.

2. Please tell us about what you would like to study with us

2.1 Which NCIUL qualification would you like us to assess your credit transfer towards?	You can apply to have your previous study assessed towards up to three NCIUL qualifications.
1. 2. 3.	
2.2 When are you thinking of starting your studies with us?	
	Please choose a starting date. This information can be changed any time before registration.

3. Please tell us about your previous study

If you have more than one previous qualification, please print and complete a second copy of this section and include it with your application.

3.1 Which country did you study in?	
3.2 Where did you complete your study?	Please provide the name of the university, college, professional body or other institution with which you completed your study.
3.3 Was the study awarded by another institution?	Sometimes qualifications are studied with one organisation but awarded by another known as the 'awarding body'.
3.4 When did you study?	Please be as precise as you can. If you are not sure of the exact dates of your study please tell us the year, or month and year, of your studies.
Start date:	
End date:	
3.5 What is the title of the qualification you were studying towards?	
3.6 Was you study full time or part time?	Please circle one, two or all of the boxes in this section that apply to your study
Full time / Part time	
3.6 a) Face to face or distance learning	

Face to Face / Distance	
3.7 Did you complete your study? Yes: No:	Did you complete your qualification? Please answer 'yes' or 'no'. If you didn't complete your study please confirm what proportion of the qualification you completed. If you were awarded any exemptions from your study on the basis of prior qualifications or experience please answer 'yes' to this question.
3.8 Were you exempted from any study?	Please provide details of why the exemption was awarded. If the exemption was awarded for a qualification previously obtained please provide any evidence of this qualification that you have available.

4. Please tell us about the evidence you have been able to provide

You must provide evidence in support of your application. This must take the form of original hardcopy documents. Photocopied or scanned documents are not accepted.

<p>Academic transcript 4.1 Have you enclosed an academic transcript? Please circle</p>	<p>This will list the modules or subjects you studied and the marks you gained. It should be stamped or signed by the registry of your previous institution and be on letter headed paper. It is also sometimes referred to as: an academic record; a diploma supplement; a statement of learning; a record of achievement; notification of results; a summary of results; a credit certificate; a notification of performance or a record of education and training.</p>
<p>Yes Go to 4.3</p> <p>No Go to 4.2</p> <p>No – not available Go to 4.4</p> <p>No – I didn't complete the full qualification. Go to 4.4</p>	<p>If you cannot obtain an academic transcript the amount of credit transfer, what we can award you is likely to be significantly reduced. Before making your application, you should contact your previous institution to request a formal transcript.</p>
<p>4.2 If you cannot provide an academic transcript please confirm that you have contacted your previous institution and that they are unable to provide a transcript.</p> <p>Yes / No</p>	<p>It is helpful if you can provide your certificate but, in most cases, we should be able to process your application without it. If you cannot provide a transcript we may be able to award some credit transfer on the basis of your certificate although this is likely to be less than would be awarded if a transcript was provided. If you do not provide a transcript OR a certificate we will be unable to consider your application for credit transfer.</p>
<p>Certificate</p>	
<p>4.3 Have you enclosed your certificate?</p> <p>Yes Go to 4.4</p> <p>No – not available Go to 4.4</p>	



<p>No – I didn't complete the full qualification. Go to 4.4</p>	
<p>Syllabus</p>	
<p>4.4 Have you provided syllabus information?</p> <p>Yes, Go to 5</p> <p>No Go to 4.5</p>	
<p>4.5 Please confirm that you have contacted your previous institution and looked online and syllabus information is not available for your studies.</p> <p>Yes /No</p>	<p>Syllabus information is usually given out to you when you start your studies. It can often be found in the course handbook.</p> <p>If you haven't kept that information you can sometimes find syllabus information online by looking up the modules or module codes you completed. Please note though that the information must be relevant to the version of the module you studied and if that module has been changed since you may not be able to find the correct information online. You can also try contacting your previous institution who may be able to provide this information.</p>

1. Declaration

Please sign below to confirm the following:	
I have read and understood the Credit Transfer factsheet or essential information notes for my chosen NCIUL qualification	
I give you permission to make any enquires you need with the institutions listed above (and any associated institutions) if it will help you to assess my application for credit transfer. I give my permission for those institutions to discuss my studies listed above with NCIUL.	
I have provided the original evidence required in support of my application as outlined above. I understand that photocopied evidence is not accepted.	
I have provided evidence of any change of name since I completed my previous studies	
Signed _____	Date _____

You must provide original hardcopy evidence with your application. Applications sent with photocopied evidence will be returned unprocessed.

Completed applications and supporting evidence should be sent by email to studentoffice@nciul.ac.uk.

