

How to apply for credit transfer

If you have not yet made your application for credit transfer then unfortunately we will not be able to process it before registration for February modules closes, our deadline for such applications was 11th November 2011. Please see our website at www.open.ac.uk/credit-transfer/apply.shtml for more details as to the arrangements now in place for credit transfer applications.

Step 1 - Is my study eligible for credit transfer?

Check our list of approved qualifications at www.open.ac.uk/credit-transfer to see if yours is there. If not then I'm sorry but we are unable to award you credit at this time.

Broadly speaking we can give you credit for your previous study if:

- It is on one of the lists on our website
- Is at the higher education (university) level
- It was completed after 1971 (this is subject to any time based rules relating to the degree to which you are applying for credit)
- If you have a fully, successfully completed qualification or in some cases a part completed qualification

If your previous study was undertaken with the OU then you do not need to apply for credit transfer – just contact our Qualifications and Ceremonies Department on 01908 653003 or acc-gen@open.ac.uk who will tell you if you can count this study towards your chosen qualification.

Step 2 – Complete an application

To apply for credit transfer you must submit a formal application to us using the form below, and include with it original evidence to support your application, as listed below.

1. An original transcript (not a photocopy) or academic record showing the modules or units completed and confirmation of the credit values and levels of the modules if relevant. This should be a formal transcript on headed paper or stamped and signed by the Registry of your previous institution.

This can also be known as a “Notification of Performance”, “Record of Education and Training”, “Academic transcript” or “Diploma Supplement”. If you are not sure if you have the right thing feel free to call for some advice on 01908 653077.

2. Original evidence (not photocopies) from your previous institution to confirm that you have successfully completed the period of study on which your application is based. (e.g. certificate).

If you are applying for credit towards **any** qualification other than our Open degree you must also enclose:

3. Syllabus or learning outcomes information which describes the academic content of the course at the time you studied it.

Please remember you have to send this evidence and it has to be the original documents. If the original evidence is not provided your application will be returned to you.

What do I do if my evidence is not in English?

If any of your evidence is in a language other than English you must also provide us with an official translation **as well as** the original documents.

What do I do if my evidence is in a different name?

If you have changed your name for any reason since your documents were issued to you then you must also provide us with evidence of your change of name – for example a copy of your marriage certificate or deed poll document. If the names on your evidence and your student record don't match we will be unable to process your application without proof of your change of name.

Step 3 – Send in your application

You should send your application to us as soon as you have decided which Open University qualification you wish to study for. The rules regarding credit transfer change regularly and you will be assessed on the basis of the rules at the time you apply. **Applications should be sent to the address at the bottom of this page.**

Some things to consider when sending in your application are:

- Please think about sending your documents by Recorded or Special delivery to make sure they reach us safely
- Try to package your documents so that they don't get damaged either on their way to us or when we open them in the centre. We find that a hardback envelope is the best thing to use when sending certificates
- Please don't send us any framed certificates as we will be unable to return these to you.
- You do not need to send in a self-addressed envelope or any stamps with your application: we will return your original documents to you by Recorded Delivery and the outcome of your application will be displayed online on your OU StudentHome page <http://www.open.ac.uk/students>
- If you don't want to send us original documents through the post then you can take your application to your local regional or national Open University centre and staff there will make certified copies for you.

Step 4 – Check the award that has been made

Once we have received your application you will receive an email from us to confirm that it has been received safely in our office. We will return your original documents to you as soon as possible after this in case you need them for anything else. We will return your documents by Recorded delivery to the address you have provided: you do **not** need to enclose any stamps or a self-addressed envelope (SAE).

It usually takes between 4 and 8 weeks for your application to be processed. Once the assessment of your application has been completed we will email you again with directions as to how to find out what credit has been awarded. If you have not provided the OU with an email address to use when corresponding with you we will write to you to let you know when your application has been finalised.

If you have any queries about this process you can contact us at;

Credit Transfer Centre
The Open University
PO Box 80
Walton Hall
Milton Keynes
MK7 6AS

Tel: 01908 653077

E-mail: credit-transfer@open.ac.uk

Website: www.open.ac.uk/credit-transfer



The Open
University

Credit Transfer Application

PI (PERSONAL IDENTIFICATION) NUMBER:

If you do not have a PI number, please contact the Student Registration and Enquiry Service, who will allocate you one: telephone 0845 300 60 90; email: general-enquiries@open.ac.uk you will need to provide your name, address and date of birth.

Please provide all the information requested below to enable us to assess your application:

Title:	<input type="text"/>	First Name:	<input type="text"/>	Surname:	<input type="text"/>
Your address:	<input type="text"/>				
	<input type="text"/>				
	<input type="text"/>				
Post code:	<input type="text"/>	Date of birth:	<input type="text"/>		
Email address:	<input type="text"/>				
We will email you with the outcome of your application. Any email address provided will then be used by the OU as your preferred email address					
The Open University qualification which you wish to apply for credit towards:	<input type="text"/>				
When do you intend to start your OU study or register for your next OU course	<input type="text"/>				
If you are unsure which qualification you wish to apply for credit towards, please refer to the "How to Apply" section of our website: www.open.ac.uk/credit-transfer					

Details of your previous study

Please complete one of these boxes for each period of eligible study you wish to apply for credit for.

Institution: (Write the full name of the educational or professional institution with which you studied) If overseas, please state the country you studied in.		
Dates of study:	<i>Start dd/mm/yyyy</i>	<i>Finish dd/mm/yyyy</i>
Mode of study: (Please delete as appropriate)	Full-time / part-time / sandwich course / distance learning	
Qualification title: (Please give the full title of the course/qualification you studied. For professional institutions give the grade of membership achieved together with the route by which you qualified)		
Awarding body: (If this is different from the institution at which you studied)		
Any exempted study? (Please give details of any subject/period of study from which you were excused. This could be in regard to AP(E)L for previous qualifications or experience)	Yes / No	If yes, please list subjects
Study completed? (If no, please indicate the proportion of the qualification for which you successfully completed the assessment)	Yes / No	If no, please indicate proportion

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Study completed? (If no, please indicate the proportion of the qualification for which you successfully completed the assessment)	Yes / No	<i>If no, please indicate proportion</i>

Please ensure that you have:

- Read and understood the Credit Transfer Information Sheet for your chosen qualification
- Enclosed all the necessary documentary evidence.

Please tick below and sign to confirm that:

- I have read and understood the notes on credit transfer and understand that if I have not provided the evidence requested my application will be returned to me
- I have included my original academic transcript
- I have included my original certificates and evidence of the study completed
- I have included syllabus information (detailed module descriptions)
- I have provided my email address and understand that I will be notified by email when my application has been finalised
- I give you my 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 have changed my name: The documents are shown in my former name of _____ and I enclose proof of my change of name
- My documents are in a language other than English and I have included my original documents AND an official translation

Your signature: _____ Date: _____