The Open University
Credit Transfer Application Form

Thank you for your interest in studying with the Open University.

Please note: this form is not to be completed if you are applying for entry to a ‘top up’ degree, such as Q68 and Q78 – there are separate forms for these degrees available to download.

Please ensure you read all of the information in this application form very carefully as it contains important information to enable you to submit a successful credit transfer application. If you do not have the exact documentation as detailed in this form, you will need to obtain it before you apply. We do not check applications upon receipt for the correct evidence. If you provide incorrect documentation, or your application is incomplete, you may not find out until it’s too late to resubmit before the cut-off date. We do not part-process or pend applications awaiting further evidence. The onus is on you to read this form fully and submit the correct documentation. If in doubt, please telephone us before you make your application. Applications are processed in strict order of date received.

If you are planning to commence your studies in October 2019, we need your complete application by the 15th August. If you make your application close to the 15th, we will notify you of the outcome close to the final enrolment date for an October commencement, which is the 12th September. Please ensure you apply in good time to plan your studies.

This application is to be completed if you have previously studied at the Higher Education level* and wish to apply for credit transfer towards a qualification with the Open University. Before you make your application, please visit www.open.ac.uk/credit-transfer to check that your previous study is eligible for an assessment of credit transfer.

A credit transfer application should be made before you register on a module so you know exactly what you have been awarded and exactly what you’ll need to complete to gain your chosen qualification.

If you are applying for credit transfer towards a Postgraduate qualification and plan to apply for a postgraduate loan, please visit our website first: http://www.open.ac.uk/postgraduate/fees-and-funding/postgraduate-loans

A credit transfer application is for external study only, not for previously completed OU study.

* England, Wales and NI this is FHEQ level 4/Scotland is SCQF level 7/ROI level 6 and above
Masters level is FHEQ level 7/SCQF level 11 and ROI level 9

HOW TO APPLY

You need to submit a postal application for credit transfer. Your application must be supported by original, official documents. We do not accept applications electronically and we cannot accept applications supported by photocopies/printouts. We recommend you post your application by recorded delivery, or alternatively, we can accept formally verified copies made by a solicitor, notary or member of staff in an OU office.

Please post your application to:

The Credit Transfer Centre
The Open University
PO Box 80
Milton Keynes
United Kingdom
MK7 6AS

NOTE 1 - SUPPORTING DOCUMENTS

This section provides information about the documentation you must provide.

If you previously studied at a UK/ROI university:
• An official academic transcript/diploma supplement that lists the modules completed, grades achieved and credits awarded at each academic level/in each year. It will either be on official letter headed paper or be stamped/signed by the registry department

If you previously studied at a Scottish college:
• Your official detailed Record of Achievement (ROA) from the SQA that lists each Higher National unit completed, the SCQF credit value and the SCQF level (NOT your college learning agreement). Note: if your ROA doesn’t show credit values, you will need to obtain a Summary of Attainment in addition to the ROA.

If you previously studied at a college in England, NI or Wales and your qualification is awarded by BTEC/EDEXCEL/PEARSON:
• Your official Notification of Performance (NOP) that lists the units completed, grades achieved and credit value of each unit (NOT the Candidate Details)

If your previous study is on the Qfqual RQF (formerly QCF) register and carries QCF credits at level 4 or above:
• Your certificate, and a transcript that lists the units completed at each academic level and QCF credits awarded

If you have completed/part completed a professional qualification in the UK:
• A transcript that lists the units completed, grade achieved (or pass/fail basis) and confirmation of any exemptions
• Your certificate, if the qualification was completed
If you studied at a university overseas:

- Your official academic transcript that lists the unit titles, grades achieved, and credits awarded – it must clearly show the title of the qualification you were studying towards/completed.
- Your certificate, if the qualification was completed.
- If your documents aren’t issued in English, in addition to the above, an official translation made by a certified translator.

If you do not have the necessary documentation, you will need to contact your previous university or professional/awarding body to request they post the documents to you.

**NOTE 2 - SYLLABUS INFORMATION – REQUIRED FOR AN ASSESSMENT TOWARDS ALL QUALIFICATIONS EXCEPT THE BA/BSc OPEN DEGREE (QD)**

An academic transcript/ROA/NOP etc gives the module/unit titles, but the syllabus gives a detailed description of each of the modules/units you have completed. It allows the academic expert to map how closely your previous study matches that of the qualification/s you are applying for credit transfer towards. The syllabus information you provide must pertain to the study you completed.

**NOTE 3 – ANY OTHER DOCUMENTATION?**

If you are applying for credit transfer towards one of the following, in addition to all of the documentation listed, you will need to provide:

- Adult (Q73) or Mental Health (Q74) Nursing degree – you need to complete the necessary APL form attached to the factsheet available on our website: [http://www.open.ac.uk/study/credit-transfer/my-ou-qualification?path=a](http://www.open.ac.uk/study/credit-transfer/my-ou-qualification?path=a)
- Social Work England degree (Q32) - if you are applying for exemption from KY113, the Social Work Admissions Team will need to obtain an academic reference from your previous institution. Please have the name and email address of a suitable academic referee, such as your previous tutor or head of department ready for when the admissions team contacts you.
- Masters degrees in Childhood and Youth (F55), Education (F70), Open (F81) – if you are a graduate, you will also need to provide your degree certificate (we can accept a photocopy of this). If you do not have an undergraduate degree, please ring 0300 303 2477 before you apply for credit transfer to discuss entry requirements.

**Changed your name?** If your documents are in a different name to that provided on the application form, or if you have already registered with us and your name differs to that on your documents, you will need to provide official evidence of your name change. We can accept a photocopy of name change evidence.

**NOTE 4 - NEXT STEPS AND RETURN OF DOCUMENTS**

You will be notified by email when we receive your application. We will use the email address you provide on this application form. If you post your application by recorded delivery, you will be able to track your package on the Royal Mail website. It will say ‘delivered from our Brinklow Office’ when your application package has been signed for by the post room. Due to the volume of applications we receive in our busy periods, it isn’t unusual to receive an acknowledgement email until late afternoon that day.

We return all original documents by recorded post to UK mainland, Channel Islands and Isle of Man. Your documents will usually be returned within 2-3 weeks of application receipt in our busy periods (June-September).

Please note: if you are not in to sign for your returned documents, Royal Mail will only hold onto them for a couple of weeks before they return them to us via a central sorting office. These returned documents will be re-sent to you by standard post.

It is your responsibility to contact us within a reasonable time frame (a maximum of 2 months after confirmation of application receipt) if you haven’t received your documents back so that we can trace them via Royal Mail. We do not hold onto original documents under any circumstances.

If you live overseas, we return all documents by airmail as standard – this doesn’t offer a tracking service. As an alternative, you can either request we post your documents to a nominated UK address (by recorded delivery), or you can arrange for a courier to collect your documents at your own expense.

**NOTE 5 - A LITTLE BIT MORE INFORMATION**

Any award of credit transfer is valid for the academic year you make your credit transfer application. If you do not study the same academic year you make your application, your award may need to be reassessed and will be subject to the rules and regulations in place at the time of your reassessment request.

Credit transfer can only be awarded in multiples of 30 into our undergraduate qualifications because all of our modules are 30 or 60 credits. Some qualifications only permit exemption from 60 credit point modules, and in which case you’d need to have a minimum of 60 credits.

The classification of your Open University Honours degree will be based solely on the study that you complete with the Open University.

During our main peak period (June-September) please check our website for regular updates ([http://www.open.ac.uk/study/credit-transfer/](http://www.open.ac.uk/study/credit-transfer/)).

If you need advice about course choice, fees etc, please ring the Student Recruitment Team on 0300 303 5303.

If you need assistance filling in this form, please contact us on 01908 653077.
**Your personal and contact details**

OU Personal Identification (PI) number (if known):

If you have previously contacted the OU you will have a PI, please provide this to prevent record duplication

Title:

First name/Given name:

Surname/Family name:

Address:

Postcode:

Email:

Date of birth:

Telephone number:

**Which Open University qualification/s are you applying for credit transfer towards?**

To maximise your credit transfer potential, you either need to apply for credit transfer towards a qualification that is of a similar subject nature to your previous study, or the BA/BSc Open degree (QD). Some of our qualifications allow a maximum of 60 credits to be transferred, others allow up to 240 credits to be transferred. We can consider previous study completed up to 16 years ago for an award of credit transfer into some of our qualifications, but this is not the case for all qualifications, for example many of our qualifications only permit study completed up to 5 years ago to be considered for credit transfer. Check the time limits associated with your chosen OU qualification/s by looking at the relevant factsheet here: [http://www.open.ac.uk/study/credit-transfer/my-ou-qualification?path=](http://www.open.ac.uk/study/credit-transfer/my-ou-qualification?path=). Please also note that some of our qualifications are not available to study in all countries, please visit [http://www.open.ac.uk/courses](http://www.open.ac.uk/courses) and select your country from the drop down. You can select up to 3 qualifications to have an assessment towards, and in most cases, we will also conduct an assessment towards the BA/BSc Open degree (QD) as well *please see page 4.

<table>
<thead>
<tr>
<th>Open University Qualification title and code (do not use this form for Q68 and Q78 – you need to complete a separate form for these qualifications)</th>
<th>Specialism (if applicable)/subject if Open degree</th>
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<tr>
<td>e.g Business Management (Q91)</td>
<td>e.g Marketing</td>
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Please note – if you do not do specify which Open University qualification/s you are applying for credit transfer towards, we will conduct an assessment towards the Open Degree.

**Please provide information about your previous Higher Education**

There is space for details for 2 qualifications/separate periods of study. If you have completed more than 2 previous eligible qualifications/periods of study, please continue on a separate sheet. The higher education level in England, Wales and Northern Ireland is FHEQ level 4, Scotland level 7, ROI level 6. Maters level is FHEQ level 7, SCQF level 11, ROI level 9. This section is for your previous Higher Education study only.

<table>
<thead>
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<th>Title of qualification completed/studying towards:</th>
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<tbody>
<tr>
<td>Name of institution:</td>
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<tr>
<td>In which country did you study:</td>
<td></td>
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<tr>
<td>Start date:</td>
<td>End date:</td>
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</tbody>
</table>

Mode of study:  

| Full Time | Part Time |

Did you complete this qualification?  

| Yes | No |
Title of qualification completed/studying towards:

Name of institution:

In which country did you study:

Start date:  
End date:  

Mode of study:  
- Full Time  
- Part Time

Did you complete this qualification?  
- Yes  
- No

For info only: please provide details of any Further Education you have completed

If you have completed A/AS levels/National Diploma/BTEC level 3/SCQF level 6/QCF level 3/Access study etc please make a note of the subject and grade you achieved here. This information is only so the academic assessing your application has a full overview of your previous education – as A/AS levels etc are further education and not higher education, they are not taken in to account when awarding credit transfer, any award of credit transfer given is based on your higher education study only. You do not need to provide the paper evidence of your further education study.

<table>
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<tr>
<th>Qualification e.g A/AS level</th>
<th>Subject</th>
<th>Grade</th>
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Declaration - please sign below to confirm the following:

- I have fully read and understood this application form and am aware that applications are not checked upon receipt and are processed in strict order of date received
- I have read and understood the Credit Transfer Factsheet for the qualification/s I am applying to have an assessment of credit transfer towards and am aware of any associated completion time limits and age limits of previous study with my chosen OU qualification/s
- I have provided my official, original documents pertaining to my Higher Education study exactly as outlined in Note 1 ‘Supporting Documents’ – I am aware unverified photocopies/scans are not accepted
- I have provided syllabus information as outlined in Note 2 ‘syllabus information’
- I have read Note 3 ‘any other documentation’ section
- I have read Note 4 ‘next steps and return of documents’ section
- I have read Note 5 ‘a little bit more information’ section
- I am aware that if I provide incorrect documentation/an incomplete application I may not find out until it’s too late to resubmit before the cut-off date.

For qualifications that have specialisms – such as the Natural Science degree, Computing degrees and the Business Studies degree – I have selected a specialism. (NOTE: if you don’t select a specialism, we’ll award credits to the broad/standard pathways)

I have provided a photocopy of my official evidence of my name change

Signed:  
Date:  

* If you apply for credit transfer towards one of the following, we will not conduct an assessment of credit transfer towards the Open Degree, unless you ask us to: LLB (Q79), any Social Work degree, a pre-registration nursing degree, any qualification lower than a Bachelor degree, any postgraduate qualification.

Credit Transfer – Privacy Notice - When you apply for credit transfer, we will create a record in your name using the personal information you have provided in your application form. We will add information to this record whenever you contact us. This will help us deal with your request and to provide you with appropriate services. We may need to contact you to discuss your credit transfer application or to discuss your credit transfer award. The Open University is the data controller for this personal data. You can find out more about what we do with your personal data in the relevant privacy notice. The main OU privacy notices can be found by clicking the following link: [http://www.open.ac.uk/about/main/strategy-and-policies/policies-and-statements/website-privacy-ou](http://www.open.ac.uk/about/main/strategy-and-policies/policies-and-statements/website-privacy-ou)