



CREDIT TRANSFER – STUDENT REQUEST FOR INFORMATION

Students - This form is used to gather evidence from your previous institution in support of your application for credit transfer. You should complete sections 1 and 2 and then send this form to your former institution. When they return it you should complete the Credit Transfer Application form and send both forms to us to make your application to transfer your credit. To make an application for credit transfer you must provide **both** this evidence **and** a completed Credit Transfer Application form available from our website at www.open.ac.uk/credit-transfer .

Institutions- The student named in section 1 is enquiring about studying with the Open University and wishes to apply for credit transfer for their previous study at your institution. Please send them the documents requested in section 2 and complete section 3. If these documents are not available please complete sections 3 and 4. Once completed this form should be sent to the student at the address they have provided in section 1.

Section 1 – About you (Student to complete)

Complete this section so that their previous institution can locate your record.

Student's name and address	
Telephone number (in case of queries)	
OU Personal Identifier (PI) or reference number	
Date of birth	
Name at time of study (if different from above)	
Title of course studied (Please give the full title of the course/qualification you studied)	
Qualification you were studying towards (if any)	
Was this qualification completed?	
Institution at which you studied the course	
Awarding body: (If this is different from the institution at which you studied)	

Dates of study:	Start dd/mm/yyyy	Finish dd/mm/yyyy
Mode of study: (Please circle as appropriate)	Full-time / part-time / sandwich course / distance learning	
Signature and date		

Section 2 – Request to previous institution (Student to complete)

Complete this section to tell your previous institution what information you would like, you will then need to send this form to the registry department of your previous institution for them to complete sections 3 and/or 4. This form must be completed by the registry department and not an individual tutor or department.

Student should note that institutions sometimes charge a fee when providing this information and you should check with them about this before sending this form.

Please provide me with:

A formal academic transcript/ academic record or diploma supplement

This should confirm the title, number of credits, academic level and pass mark for each module.

Syllabus information for my previous study

This should provide a detailed description of the content and/or learning outcomes associated with each module.

If this information is not available please complete section 4 of this form in order to assist me in making my application for credit transfer.

Section 3 – Confirmation of information provided (Institution to complete)

Complete this section to confirm what information you have been able to provide to the student and that it meets the requirements of evidence for credit transfer to the OU.

We have provided:

A formal academic transcript/ academic record or diploma supplement

This should confirm the title, number of credits, academic level and pass mark for each module. If your standard student transcript provides this information, we are happy to work from that. If not, please complete section 4 to provide this information.

Syllabus information for my previous study

This should provide a detailed description of the content and/or learning outcomes associated with each module. If this information is not available at a module level but is for each year please provide this.

This information was not available:

The documents listed above are not available but **we have completed section 4** to provide what information is available about this student's study with us

The documents listed above are not available and we no longer hold records in respect of this student's study with us. We are therefore **unable to confirm the details of this student's study** with us.

Any further information you wish to provide:

Section 4 – When documentation is not available (Institution to complete)

Complete this section if you have records of the students previous study but are unable to provide the documentation described in section 3. If this documentation was available this section can be left blank.

Institution name	
Student's name	
Student's Date of Birth	
Address of institution	

Name of person officially responding on behalf of the institution	
Position held	
Email address	
Contact number	
Signed	
Dated	

Institution Stamp
VALID ONLY IF STAMPED

Academic record

(may be completed in place of institution's standard transcript)

Please see notes overleaf on completing this table:

Dates of study	Unit/Module	Amount	Level	Overall result	Pass/Fail/Condoned/Exempt
Total CAT points awarded or amount of study time successfully completed:					
Any other relevant information or comments e.g. CATS tariff used					

Notes on completing the table

Amount: For each unit or module please confirm the amount of study either as a CATS or ECTS points value, a proportion of a year or a proportion of the overall qualification.

Level: Please confirm the academic level of the study, if using a recognised framework please confirm which one is being used. If levels were not available please confirm which year of study this unit was part of.

Overall result & Pass, Failed, Condoned, Exempted: Please provide this information if available. If your pass mark is not 40% please also confirm your pass mark. If this information is not available please answer the questions in section 4.1

Section 4.1

If information is not held for this student in respect of pass marks can you confirm that:

This student completed this qualification without compensation, exemption or condoned passes

If information is not held for this particular student in respect of compensation, condonement or exemptions can you confirm that:

At the time this student study this programme did not permit compensation, condonement or exemption

Any further information you wish to provide:

Section 5 – How to contact us

If you need any help with this form or clarification on the evidence required in support of an application to transfer credit to the OU you can call us on 01908 653077 or email to credit-transfer@open.ac.uk.

If you require any assistance completing this application or require the application in a different format please contact the credit transfer team to discuss your requirements.