

Credit Value Statement Application Form



Introduction

Please complete this form and either post it to:-

Replacement Certificates
Scottish Qualifications Authority
The Optima Building
58 Robertson Street
Glasgow
G2 8DQ

or, if you have completed it electronically and are paying by card, email it to certification@sqa.org.uk

If you have any questions regarding the completion of this form please contact SQA on 0845 279 1000

Note that any field below marked with a '*' is mandatory.

01 Personal Details

If you require to have your Credit Value Statement issued in a name different from the one used when sitting the qualifications, you must provide two pieces of evidence to support this request. The following types of documentation are accepted:

Birth Certificate, Driver's Licence, Passport, Justice of the Peace Letter, Decree Nisi, or a Marriage/Civil Partnership Certificate

You must supply the original documents. Copies are not accepted. Please tick the box under Payment Details (section 03) to have these returned via secure delivery.

Forename(s)

Surname

Name*

Please ensure you include all previous names, starting with the name you had at the time of sitting the qualification.

Previous/maiden names

Date of birth*

Candidate numbers

Current address*

Postcode*

Daytime tel. number*

Email address

If you require your certificate to be sent to an address different from your current address please complete the delivery address below.

Delivery address

Postcode

02 Qualification Details

Further Education Qualifications

Only continually assessed Higher National Units from 1989 onwards carry credit values. We are unable to provide Credit Value Statements for any other type of qualification, for example, Scottish Vocational Qualifications or examination based qualifications.

If you require the course content for the qualifications you have achieved, Higher National Unit Descriptors and National Unit Descriptors (formerly National Certificate Module Descriptors) can be downloaded from our website at www.sqa.org.uk or, alternatively, can be ordered via our Customer Contact Centre at customer@sqa.org.uk.

If your Higher National qualifications were examination based you may wish to purchase a copy of the syllabus which outlines the course content. There is a charge of £25.00 per syllabus and this can be ordered online at www.sqa.org.uk/eshop. Alternatively you can complete the Replacement Certificate and Syllabus Application Form which is available via our website at www.sqa.org.uk.

Course title	Year gained	Name of college/centre	Awarding Body
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Additional Information

Please use this space to add any other information which may be relevant to your application

03 Payment Details

Payment can be made by credit/debit card, cheque or Postal Order. Cheques and Postal Orders should be made payable to 'Scottish Qualifications Authority'.

Normally items are sent using Standard 2nd Class postage. If you would prefer your Credit Value Statement and any other documents to be sent by Recorded Delivery, the charges are shown below.

Solo cards, American Express cards and cash are not accepted.

Charges - Please indicate how many of each item you require and tick for Recorded Delivery if required.

	Amount
No of Credit Value Statements	@£25.00/copy
Recorded Delivery (UK delivery)	@ £4.50
Recorded Delivery (Rest of World delivery)	@ £20.00
	Total remittance £

Please tick one of the boxes below to indicate your method of payment

<input type="checkbox"/> cheque	<input type="checkbox"/> Postal Order	<input type="checkbox"/> credit/debit card (complete details below)
Cardholder's name		
Card type		
Card number		
Expiry date		
Valid from date		
Issue number		
Security code		(Last three digits on signature strip.)
Cardholder's signature (type name if using email)		

04 Declaration

I declare that, to the best of my knowledge, the information given in this application form is correct and I agree to pay the fees associated with this application.

Applicant's signature*
(type name if using email)

Date*