

# Credit Value Statement Application Form



## Introduction

Please complete this form and either post it to:-

Centre Support  
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](mailto: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*	<input type="text"/>	<input type="text"/>

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

Previous/maiden names	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Date of birth*	<input type="text"/>	
Candidate numbers	<input type="text"/>	<input type="text"/>
Current address*	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	Postcode* <input type="text"/>
Daytime tel. number*	<input type="text"/>	
Email address	<input type="text"/>	

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

Delivery address	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	Postcode <input type="text"/>

## 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.

Course title	Year gained	Name of college/centre	Awarding Body

### 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 for UK addresses and Airmail for international addresses. If you would prefer your certificate to be sent Recorded delivery or Courier, charges are shown below.

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

Charges - Please indicate how many Credit Value Statements and any extra delivery options you require.

			Amount
No of Credit Value Statements	<input type="text"/>	@£25.00/copy	<input type="text"/>
Recorded Delivery (UK)	<input type="text"/>	@ £4.50	<input type="text"/>
Courier Delivery (Rest of World)	<input type="text"/>	@ £20.00	<input type="text"/>
Total remittance £			<input type="text"/>

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

cheque       Postal Order       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\*