



Note: All fields are mandatory. The process will only commence once all required documentation is received by the committee.

Applicant's Information

Full name: _____

ID/Passport Number: _____

Contact numbers: _____

Email address: _____

Qualification _____

Student Number: _____

Previous Qualification/Programme/Course	NQF level **	Institution Name	Last year of Studies (YYYY)	Qualification/Programme Completed? (Yes/No)

*For Non-South African Qualifications – SAQA Certificate of Evaluation will be required as part of this submission.

**Only a minimum of NQF Level 5 will be accepted.

Required documentation:

- Please be advised that the evaluation will only commence once all the below required documentation is received by the committee.
- All documentation **must** be submitted in electronic format and **must** be provided in English.

(Tick the checkbox to confirm that the documentation is attached)

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

1. ID or Passport copy of the applicant (*please note **no** expired documents will be accepted*).
2. Official Academic transcripts reflecting module codes and credits from previous Institution.
3. School Leaving Certificate or Statements of Results, or former approved documentation.
4. Supporting documents: (*applicable for programmes completed at external institutions*)
 - Programme Handbook, Course outline or Course breakdown and Course outcomes
 - Textbook cover page and table of contents for all subjects (*please highlight covered sections*)
 - List of textbooks used, including ISBN numbers where possible – official document from previous institution

Costs and Duration of credit transfer assessment

Please note (**applicable to external credit transfer requests only**)

A non-refundable fee of **R550** is charged for every module CAT is applied for. When the application is approved, an additional amount of **R350** per module is payable. **Proof of payment** must be attached to this application form and sent to the Academic Team.

Kindly note that the expected minimum duration of a credit transfer assessment is seventy-two hours (72 hours). The duration depends on the nature and complexity of the evaluation.

Application and Departmental feedback

It is the prerogative of EDUVOS to determine in which modules students may be eligible for Credit Transfer and to request for certified copies when it deems necessary.

This is in line with the Institution's responsibility to ensure a thorough and credible process in compliance with the South African Qualifications Authority (SAQA) requirements and the Institution's policy on RPL and Credit Transfer. Only a maximum of fifty percent of a EDUVOS qualification/programme module credits may be awarded as per the policy on RPL and Credit Transfer.

EDUVOS modules you are applying CAT for		Kindly map the EDUVOS module by indicating the similar module you previously completed		HOP's decision		
Module Code	Module Name (in full)	Module Code	Module Name (in full)	Approved (Yes/No)	HOP Comment(s)	HOP Signature (if approved)

The next step

After accepting the transfer of credits for the above approved modules by making the necessary required payment, you shall receive a Confirmation letter of your Credits.

Declaration by Applicant

I hereby declare that the information and documentation provided in my application are authentic. I consent to a verification if required, by EDUVOS Academic Staff.

Applicant's Signature:

Date:
