

External Academic Credit Request



Application Form

Please take note of the following before you submit your application:

- Your application may not be considered if all required information is not provided. Please read the requirements carefully and ensure that your application is complete before submission.
- Academic credit may only be granted at the **same or a lower NQF level** and cannot be awarded for a module at a higher NQF level than the one originally completed.
- Academic credit will only be granted if the completed module has an **equal or higher credit value** than the corresponding Emeris module.
- Academic credits cannot be used more than once from a completed qualification.
- **NOTE:** Modules have life-spans, which means that in some instances, modules completed some time ago may not be recognised for academic credit.
- The cost of an external academic credit application is **R250 per module** and is non-refundable.

1. STUDENT INFORMATION

Student Number: OR Application ID:

Student's Full Name & Surname:

Email: Mobile Number:

Student Signature: Date:

2. PREVIOUS REGISTRATION DETAILS

Name of institution where previous modules were completed:

Which qualification were you registered for?

SAQA ID of this qualification: Did you complete and graduate from this qualification? ☐ Yes ☐ No

3. DOCUMENTATION & INFORMATION CHECKLIST

Please make sure that you include all of the following information/documentation with your application.

NOTE: If all the required information/documentation is not provided, your **application cannot be processed**.

Use the checkboxes below to confirm that you have provided all the required information and documentation:

- ☐ **Official academic record**
(proof of subjects/modules passed).
- ☐ **Documentation detailing the learning outcomes for each module / unit standard**
The name and content page of the prescribed textbook is not sufficient. Outcomes and information related to the programme/ course studied that will enable assessment of outcomes, credits and content are required. Such documentation is available from the institution you studied at previously.
- ☐ **Proof of Payment**
The cost of an external academic credit application is R250 per module.
- ☐ **SAQA Evaluation Certificate of the qualification.**
Only required if your qualification was not obtained in South Africa.

4. CREDIT APPLICATION: List ALL modules for which academic credit is being applied for below

Please note that you need to provide all the information as per your transcript below for each module for which a credit is being applied for.

	Emeris module name (for which academic credit is requested)	Emeris module code	Emeris module NQF level	Corresponding externally completed module name	External module code	External module NQF Level	Approval	Review (office use):
4.1								Evaluator Comments:
4.2								
4.3								
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Evaluator:

Date:

Signature: