



**Application for Credit Transfer, Recognition of Prior Certificated Learning (RPCL) or
Recognition of Prior Experiential Learning (RPEL)**

Before submitting an application, please [contact the RPL Coordinator](#) in the academic school/department to which you wish to apply, and ensure you have read the [information for undergraduates](#) / [information for postgraduates](#). Further information can be found in the [Policy on Credit Transfer and Recognition of Prior Learning](#).

The completed form should be submitted to the [RPL Coordinator](#) in the relevant school/department.

1. Applicant details

Name:	
Address:	
Email:	
Telephone:	
University of York application or student number:	
School/department ¹ to which you are applying:	
Programme to which you are applying:	
Module(s) against which the prior learning would count:	
Year of entry:	
This application is for: (please tick)	<input type="checkbox"/> Credit Transfer or Recognition of Prior Certified Learning – <i>complete section 2</i> <input type="checkbox"/> Recognition of Prior Experiential Learning – <i>complete section 3</i>

¹ Applications to all programmes based in the Department of Health Sciences should use the specific forms on the [Health Sciences RPL web pages](#)

2. Credit Transfer or Recognition of Prior Certificated Learning

Institution at which the credit was obtained: <i>(address including title, faculty/department as appropriate)</i>	
Qualification obtained: <i>(including level of qualification and grade/mark as appropriate)</i>	
Dates of attendance:	
Please tick which supporting documentation you are providing: <i>(all evidence and supporting material must be submitted in English. Translations into English must be certified with original documents available on request)</i>	<input type="checkbox"/> Curriculum details eg module descriptions, programme syllabus/specifications <input type="checkbox"/> Authorised academic transcript(s) including details of the marking scheme <input type="checkbox"/> Other (please state) _____ <i>If the request is on the basis of credit or learning gained more than five years ago:</i> <input type="checkbox"/> Evidence of ongoing development in order to demonstrate that learning is current

3. Recognition of Prior Experiential Learning

Where the learning took place:	
Dates the learning took place:	
Please provide an outline of the nature of the experience, its relevance to the proposed programme and learning outcomes, and any additional information in support of your claim:	

Notes to applicant:

Applications and supporting documentation should be received by the RPL Coordinator in the relevant academic school/department as early as possible and prior to the start date of the chosen programme of study.

Credit Transfer/RCPL/ RPEL will not impact on the annual tuition fees charged.

The information provided on this form will be used by the University as part of the application process. If you are applying for a programme delivered or awarded by a partner institution of the University, your data may be shared with such partners using secure means. For further details see [General Privacy Notice](#).

Please tick to confirm that you understand and agree to the above: ☐

Signature: _____ Date: _____

For completion by the school/department RPL Coordinator

Volume of credit to be transferred/recognised by prior learning:	
Module(s) the student will be exempt from taking:	
For RPEL applications - supporting evidence (RPEL portfolio) you require the applicant to submit:	
Any further comments, conditions placed (eg additional learning the applicant must undertake if their prior learning does not adequately cover the requirements of the York programme) or other documentation requirements:	

Decision: **ACCEPT / REJECT**

Feedback to be provided to the applicant:

Date application received:	
Date applicant notified of evidence/documentation needed or any additional requirements (if necessary):	
Date evidence/documentation received:	
Application considered by (print names(s)):	
Date applicant notified of decision:	
RPL coordinator's signature:	