

**ESOL Skills for Life
Request for transfer of credits**

Please complete this form for each candidate wishing to transfer an ESOL Skills for Life unit already achieved with a recognised alternative awarding organisation. On approval your candidate(s) will be enrolled by Trinity for the corresponding unit and level. Trinity reserves the right to validate the credits with the original awarding organisation. In order to verify candidate's details, all documents must match.

Candidate's full name:

Candidate's date of birth:

Awarding organisation	AO candidate ID number	Trinity candidate ID number	Unit to be transferred	Date awarded

Evidence provided:

- Copy of certificate or copy of result slip*
- and
- Copy of proof of identity**

**These documents must be attached to this form and signed by the admin/academic contact*

***Please refer to Trinity's Candidate ID Policy for acceptable forms of ID. This document must be attached to this form and signed by the admin/academic contact*

I hereby confirm that I have seen the originals of the above documents and verify that these relate to the above candidate.

Name:

Position:

Trinity Centre name:

Trinity Centre number:

Contact telephone number:

Signature:

Date:

For Trinity use only:

Authorised by:

Signature:

Date: