



APPLICATION FOR THE ISSUE OF PRO-FORMA VERIFICATION OF A CNAА AWARD

GUIDANCE FOR APPLICANTS

The *Further and Higher Education Act 1992* abolished the *Council for National Academic Awards (CNAА)*. *The Open University* is authorised to have care and custody of *CNAА* records for the purposes of authenticating original award documents or copies of them and providing verification of entries in the records. Requests for the verification of awards can be fulfilled by the provision of:

Pro-forma Verification – where the original award certificate has been lost or destroyed, *The Open University* (through the Centre for Inclusion and Collaborative Partnerships, *CICP*) offers a pro-forma verification document styled in a similar format to an award certificate which can be supplied on payment of a fee of £46.00 (inclusive of VAT). Payments must be made to ***The Open University*** by cheque or postal order.

Please note that it is not possible for a new award document to be produced in the name of *CNAА* and that *The Open University* is specifically prohibited from issuing or amending *CNAА* certificates, whether duplicate or replacement.

Student transcripts cannot be provided by *CICP*. Please contact the institution where you studied if you require a transcript.

TO BE COMPLETED BY ALL APPLICANTS

REQUEST FOR THE ISSUE OF PRO-FORMA VERIFICATION

Full Name of Applicant (at the time of award)

.....

Date of Birth.....

Degree or Award & Course Title.....

Institution Attended.....

Year of Award.....

Current Address

.....Post Code.....

Postal Address (if different from above)

.....Post Code.....

Email Address.....

Contact Telephone Number.....

Signature.....Date.....

I enclose a cheque/postal order made payable to '***The Open University***'

Please return to:
CNAА Records, Centre for Inclusion and Collaborative Partnerships, The Open University, Wilson Building (B Block) Level 1, Walton Hall, Milton Keynes MK7 6AA