**Certificate Request**

**Application Form**

January 2024

Designed in England,

Great Britain

This form may be updated at any time to create service efficiency. Please ensure that you are using the most current version of the form.

**Very Important Information**

**Fees paid towards this application is non-refundable.**

**Please ensure that you provide us with accurate information in this application (together with any required supporting document/s where applicable) to enable us process your application and issue your document.**

**We must be able to process your application and issue your document, in the first instance or attempt, using the “correct” information you provide to us (together with any required supporting document/s where applicable). The application fee that you pay towards this application, is in respect of, IPED processing your application in the first instance or attempt, and NOT for multiple instances or attempts. An application fee is required any time you submit an application to us, and this applies even if you are submitting the same application because you failed the first time.**

**You are required to double check your application before submitting it to us. Please do not submit your application if you are unsure of any of the information you are providing in the application, or where applicable, if you are not accompanying the application with the required supporting document/s.**

**If we reject your application because you provided us with incorrect information, or failed to provide us with the required information (including the required supporting document/s where applicable), YOU WILL LOSE ALL THE FEES YOU HAVE PAID TOWARDS THIS APPLICATION. If your application is rejected under these circumstances, we will not re-allocate any fees that you have previously paid towards an unsuccessful application, to a future “corrected” application that you may make.**

**By proceeding with this application, you are agreeing that should your application be rejected, because you failed to provide us with needed correct information (including the required supporting document/s where applicable), you will lose all your application fee. This refers to all methods of payment used to pay for the application fee.**

**Request for certificate**

**Introduction**

Please complete and return this form to [**info@ipeduk.com**](mailto:info@ipeduk.com) (together with proof of payment where applicable) if…

* You are converting your single subject diploma certificates into a complete professional award.
* You have been previously issued with transcript(s) for previous modules taken but have not been issued with a certificate. This may be the case if you have re-taken examinations or have taken modules in different sessions as a complete programme. No additional fee is payable\*.
* You need a replacement certificate, or require us to issue a certificate and post it to a third party.
* You are requesting a unit certification.

**Our requirements**

* Complete the form in full and correctly. We will not process a hand completed application form. An incorrectly or partly completed application form will be rejected.
* Provide us with the correct and sufficient information as required in the form. Failing to provide correct and sufficient information will cause delay in us providing you with the service you require. In some cases, we may not be able to locate your record if incorrect and/or insufficient information is provided.
* If you are applying to consolidate single subject diploma awards (SSDs) into a group diploma award, please note that for higher level consolidation requests (i.e. Level 5 and Level 6), you must have already consolidated the respective lower level SSDs (including lower level SSDs + transcript modules) into the respective group diploma. You cannot consolidate, for example, Level 5 related SSDs into a group diploma award, when you have not first consolidated your Level 4 related SSDs. Please make sure that you have been issued with a lower level group diploma award before applying to consolidate higher level SSDs. Your application will not be considered if you are unable to meet this requirement.
* If you are applying to consolidate SSDs into Level 5 Advanced Diploma award, you should have already been issued with Level 4 Diploma award for the respective programme. As a result please provide full and correct details of your Level 4 award as requested in the application form. If you are not in possession of this award, please apply for it. If you have lost it or it is damaged, please apply for replacement, and use the details to make your application. If you provide incorrect or insufficient information, we will not be able to process your request.
* If you are applying to consolidate SSDs into Level 6 Graduate Diploma award, you should have already been issued with Level 5 Advanced Diploma and Level 4 Diploma awards for the respective programme. As a result, please provide details of your Level 5 and Level 4 awards as requested in the application form. If you are not in possession of any of these awards, please apply for it. If you have lost it or it is damaged, please apply for replacement, and use the details to make your application. If you provide incorrect or insufficient information, we will not be able to process your request.
* If you are applying for a certificate in relation to exemption(s) we previously granted to you, for which a certification is now due, please remember to include a copy of the document issued to you by IPED confirming the respective exemption(s). We may not be able to confirm your certification in the absence of this document.
* Use separate forms for different levels of the (same) course. If you wish to make consolidation requests for more than one level of the (same) course, concurrently, you must do so separately, using separate (or “fresh”) forms for the different levels. Consolidation requests for different levels of the (same) course must not be made on the same application form. Your requests will not be considered if you “squeeze” separate levels of (same) courses into one form.
* For example, if you wish to make consolidation requests for Level 4 Diploma in Banking and Finance, and Level 5 Advanced Diploma in Banking and Finance, concurrently, you must submit two (2) separate forms; that contain the relevant application information. Similarly, if you wish to make consolidation requests for Level 4 Diploma in Banking and Finance, Level 5 Advanced Diploma in Banking and Finance, and Level 6 Graduate Diploma in Banking and Finance, concurrently, you must submit three (3) separate forms; that contain the relevant application information.

For each separate application form submitted, the prescribed application fee must accompany it.

* Use separate forms for consolidation requests for different courses. If you wish to make consolidation requests for different courses, concurrently, you must do so separately, using separate (or “fresh”) forms for the different courses. Consolidation requests for different courses must not be made on the same application form. Your requests will not be considered if you “squeeze” consolidation requests for different courses into one form.
* For example, if you wish to make consolidation requests for Level 4 Diploma in Banking and Finance, and Level 4 Diploma in Project Management, concurrently, you must submit two (2) separate forms; that contain the relevant application information.

For each separate application form submitted, the prescribed application fee must accompany it.

* Information regarding the provision of applicant’s IPED registration number:
* Providing the correct IPED registration number is essential for the success of this application. You must be able to provide an IPED registration number that matches the applicant’s details. If you cannot provide a correct IPED registration number, or if you are unsure if the IPED registration number that you have provided is correct, please do not submit your application to us. In addition, please double check the IPED registration number that you have provided in the application.
* If you do not have access to your IPED registration number for any reason, you must request for it using the “Registration Number Inquiry” form. A copy of this form can be obtained by emailing info@ipeduk.com. This applies to both centre based applicants and non-centre based (private) applicants. Please bear in mind that, we will not provide you with your IPED registration number, if you simply telephone or write to us (either through email or by post) for it. You must make an application for it, by way of the “Registration Number Inquiry” process.
* If your request relates to a replacement certificate for a Short Executive Course/Continuing Professional Development CPD) course/Customized Award related course, then we do not require you to provide us with a registration/membership number. This is the only instance in which we do not require you to provide us with a registration/membership number. A Customized Award (course) refers to a course developed and owned (externally) by an approved centre and endorsed by IPED - UK.
* Information regarding replacement certificates/third party certificate issuance requests:
* If an applicant is requesting for more than one (1) replacement certificate/third party certificate issuance, he/she must use a separate application form for each replacement certificate/third party certificate issuance request, and pay the prescribed fee per application, in full and upfront.
* If you wish to make replacement certificate/third party certificate issuance requests for more than one level of the (same) course, concurrently, you must do so separately, using separate (or “fresh”) forms for the different levels. Requests for different levels of the (same) course must not be made on the same application form. Your replacement certificate/third party certificate issuance requests will not be considered if you “squeeze” separate levels of (same) courses into one form.
* For example, if you wish to make replacement certificate/third party certificate issuance requests for Level 4 Diploma in Banking and Finance, and Level 5 Advanced Diploma in Banking and Finance, concurrently, you must submit two (2) separate forms; that contain the relevant application information. Similarly, if you wish to make requests for Level 4 Diploma in Banking and Finance, Level 5 Advanced Diploma in Banking and Finance, and Level 6 Graduate Diploma in Banking and Finance, concurrently, you must submit three (3) separate forms; that contain the relevant application information.

--- For each separate application form submitted, the prescribed application fee must accompany it.

* Use separate forms for replacement certificate/third party certificate issuance requests for different courses. If you wish to make replacement certificate/third party certificate issuance requests for different courses, concurrently, you must do so separately, using separate (or “fresh”) forms for the different courses. Requests for different courses must not be made on the same application form. Your replacement certificate/third party certificate issuance requests will not be considered if you “squeeze” requests for different courses into one form.
* For example, if you wish to make replacement certificate/third party certificate issuance requests for Level 4 Diploma in Banking and Finance, and Level 4 Diploma in Project Management, concurrently, you must submit two (2) separate forms; that contain the relevant application information.

--- For each separate application form submitted, the prescribed application fee must accompany it.

* The "Personal Details" section of the form must be correctly completed.
* The applicant's full name (as he/she was previously registered with, as an IPED student), and his/her IPED student registration or membership number must be correctly provided.
* If the applicant cannot provide his/her IPED student registration or membership number, as a minimum, among other stated requirements, he/she must be able to provide details for: “Name of centre, Country of centre, City of centre, Full name of the programme, Level of the programme, and Exam year”; >>> under the "Replacement certificate or Third-party certificate issuance" section of the form. If an applicant is unable to provide this information, nor his/her IPED student registration or membership number, in the absence of the certificate serial number, the request will be rejected.
* The "Replacement certificate or Third-party certificate issuance" section of the form must be completed, with as much correct information as possible. The fewer correct information provided, the less likely the application will be successful.
* If an applicant cannot provide a certificate serial number, he/she must ensure that his/her application is accompanied by a verified (countersigned) copy of the applicant's identity document. Electronic copies are acceptable. However, if the applicant does not wish to send his/her identity document by email, he/she should post a copy to us using the address on the IPED - UK website. The applicant’s identity document must have been issued by a national government; and must be either an unexpired passport or driving license, clearly showing the applicant’s name, and where the name matches that held on IPED - UK's database for the certificate that the applicant is requesting a replacement for. The application will be unsuccessful if the names do not match. We will not accept copies of voter ID cards and birth certificates as proof of identity. The copy of the applicant’s proof of identity document must be verified and countersigned by a recognized notary public (or other similar person), with an official document issued by the notary public stating that the copy of the applicant’s proof of identity document is indeed a true copy of the original document. We will not accept a copy of the applicant’s proof of identity document which has not been verified and countersigned by a recognized notary public.
* Depending on your circumstances and where you are required to submit supporting document(s) and/or additional information, you must do so (in full) to enable us make a decision at the point of consideration.
* Pay the relevant fee(s) in full and attach proof of payment. **You must pay (fully) upfront for the service before your application will be considered.** The service will not be offered (on credit) under any circumstance in the absence of full upfront payment. For centre based applicant: your affiliate IPED organization must make the relevant payment on your behalf. We do not supply our payment details to centre based applicants for any form of payment/request – except in exceptional circumstances (which is covered later in this document). For private candidates; make your payment directly to IPED – upon receipt of payment details from us.
* Postage by ordinary mail is not permitted for this service. All postages to you from IPED - UK, will only be made by express mail (courier). Please include the cost of IPED – UK sending document(s) to you by courier to the application fee. Contact us for courier charges applicable to your request.
* Do not insert picture(s) into the form.

**Other useful information**

* IPED’s examining and award system became Single Subject Diploma based from 1st January 2018. On request of a group diploma, in relation to “an” all-SSD related award issued by IPED, after 1st January 2018, the respective certificate that will be issued, will automatically come with a transcript. The student will not be required to request for transcript separately. Please note however that the automatic issuance of transcript on request of a certificate, will only take place if all the SSDs the student holds were issued after 1st January 2018.
* Prior to 1st January 2018, IPED operated a transcript based examining and award system where students who chose to register as non-Single Subjects (i.e. transcript based) were issued with transcripts automatically when they successfully completed their modules/ courses, without requiring to apply for transcripts. Where a student was registered by the respective IPED approved centre (i.e. the centre where the student took the IPED course) on any course as SSD, the student automatically forfeited the IPED provision of free transcript issuance.
* Please note that we do not use the file name of the application form, as the applicant’s Full name\* (as requested for in Part A of the application form), to generate/print documents. The name that you provide to us in Part A of the application form supersedes the file name, and it is the only name that will be used to print the student's document.
* Additionally, please be advised that we do not make name corrections in the application forms for applicants. The correctness of the name provided in Part A of the application form remains the responsibility of the applicant. We are aware that applicants, in some cases, tend to make minor changes to the spelling of their names, during the respective request process. Therefore, unless the names provided by the applicant, do not completely match, with those held on our database, we will not flag minor name spelling changes as adverse application incidents.
* For example, Johnson Moharn vs Johnson Mohan, will not be flagged as an adverse application incident, provided the student’s registration number (which is unique to a student) is correctly provided for either names, in any case. However, Johnson Mohan vs Johnson Mason will be flagged as an adverse application incident; and this will trigger a halt in the application process, pending further verification.

**Fees**

* The application fee is non-refundable; please see relevant section of the application form for fees.
* Your application will not be processed if the relevant fee applicable to you is not received in full. You must pay (fully) upfront for the service before your application will be considered. The service will not be offered (on credit) under any circumstance in the absence of full upfront payment.
* Fees are subject to review and change

**Who can use this form?**

Centre based applicants **√**

There are two (2) service types for centre based applicants. Please choose which one applies to you.

* Regular Service – where your affiliate IPED organization is still operational, cooperative and recognized as an IPED affiliate:

**>>** Please complete this form and hand it over to your centre of study, together with the relevant supporting document/s for onward submission to IPED (UK). The centre of study must submit this form for the applicant. The student must *not* submit this form directly to IPED (UK). Centre is to submit form to [info@ipeduk.com](mailto:info@ipeduk.com).

- OR -

* Exceptional Circumstances Service (ECS) – where your affiliate IPED organization no longer exists, temporarily or permanently closed down, has lost its affiliate IPED organization status, or where it is still an operational IPED affiliate organization but it is simply non responsive to candidate needs or not cooperative.

**>>** Before we accept your application for this service, we will verify whether you qualify to use the exceptional circumstances services by first contacting the respective organization or by checking its current status.

What you should do (exceptional circumstances service only)…

* Please complete the relevant section of the form and return directly to IPED; info@ipeduk.com.
* When returning your form, attach - colour - copy of proof of your identity such as a valid passport/driving license.
* Scan your supporting document(s) using a purpose built scanner and convert the document(s) into a PDF(s). Do not send us pictures taken of your supporting document(s) using a mobile phone or camera. The contents or information in your electronic supporting document(s) must be clear and should not blur out when printed or when reasonably zoomed in on a computer (typically at 75% on a PDF). If we are unable to make a decision at the point of consideration because the document(s) you submit to us are of poor quality, your application will be rejected without consideration. You may choose to encrypt the electronic document(s) you email (if you want to) and make the necessary access available to us conveniently.
* If you do not wish to send your identity document by email, please post a copy to us using the address on the IPED - UK website.
* If you fail a security question (e.g. exam year, exam month, or name of centre relating to the application) or if you are unable to provide valid proof of identity, your request will be declined - you will therefore not be able to claim the requested document(s) using ECS.
* Upon receipt of your application, the relevant supporting document(s) and security information, we will provide you with payment details to enable you make your payment.

Private candidates **√**

Any individual who is not applying through a centre is deemed to be a private candidate/applicant. If you are registered as a private candidate directly with IPED, and you wish to apply for document(s), please submit your application and the relevant fee(s) directly to IPED; info@ipeduk.com.

**Processing time**

**Up to 40 working days**

For a correctly and fully completed application form accompanied with the correct supporting document(s) where applicable, answered security questions where applicable and relevant fee(s). Working days refer to Monday, Tuesday, Wednesday, Thursday and Friday. Working days do not include weekends nor holidays.

**Please note: Where applicable to you; all sections with the symbol \* denotes information that must be provided accurately. If you provide incorrect information on any of these sections, please be advised that your application will be rejected.**

**PART A**

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal details** | | | |
| Full name\* | *As you want it to appear on your document* | | |
|  | | |
| Address |  | | |
| Student reg. no. \* |  | Tel |  |
| Email |  |

NB: If your request relates to a replacement certificate for a Short Executive Course/Continuing Professional Development CPD) course/Customized Award related course, then we do not require you to provide us with a registration/membership number. This is the only instance in which we do not require you to provide us with a registration/membership number.

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| **Office Use only** |  | **Accuracy check** | |
| Y | N |

**PART B**

Please complete this part only if you are requesting for a replacement certificate **[Fee payable is £30]**

Complete Part B if you require a replacement certificate because you have lost your original certificate or it is destroyed or if you are requesting for a replacement certificate due to an error in any of the details on your certificate. You can also complete this section if you want us to issue the document and post it to a third party such university, employer etc. (as directed by that third party).

**B1** Complete this section B1 only if your original certificate was issued via the non-single subject diploma (i.e. transcript) route. Do not complete B1 if your original certificate was issued through consolidation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Replacement certificate or Third party certificate issuance (in relation to certificate obtained through non-SSD consolidation only)** | | | |
| Full name of the programme\* |  | | |
| Level of the programme\* |  | | |
| Serial no. of certificate\* |  | | |
| Exam year\*  When you took the programme |  | Exam month\*  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  | Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Address of centre  Where you took the programme |  | | |
| Third party reference number, where applicable  (For third party issuance only)  If a third party such as academic institution or employer has requested that we send your certificate directly to them, and they have provided you with a reference number, please provide it to us. |  | | |
| Third party instructions, where applicable  (For third party issuance only)  If a third party such as academic institution or employer has provided instructions to you as to how your document should be delivered to them, please give details. For example, the third party requires that the envelope in which your document is delivered is signed or stamped in a particular way. |  | | |

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| **Office Use only** |  | **Accuracy check** | |
| Y | N |

**B2** Complete this section B2 only if your original certificate was issued via the single subject diploma (consolidation) route. Do not complete B2 if your original certificate was issued through the non-single subject diploma (transcript) route.

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| **Replacement certificate or Third party certificate issuance (in relation to certificate obtained through SSD consolidation only)** | | | |
| Full name of the programme\* |  | | |
| Level of the programme\* |  | | |
| Serial no. of certificate\* |  | | |
| Certificate request year\*  This is the year in which you made your certificate consolidation application. This will usually be the year printed on your certificate. |  | Certificate request month\*  This is the month in which you made your certificate consolidation application. This will usually be the month printed on your certificate. |  |
| Name of centre\*  Through which you made your certificate consolidation application. This may or may not be same centre through which you are making your current application. We require the correct information to locate your record successfully. |  | Country of centre\*  Through which you made your certificate consolidation application. |  |
| City of centre\*  Through which you made your certificate consolidation application. |  |
| Address of centre  Through which you made your certificate consolidation application. |  | | |
| Third party reference number, where applicable  (For third party issuance only)  If a third party such as academic institution or employer has requested that we send your certificate directly to them, and they have provided you with a reference number, please provide it to us. |  | | |
| Third party instructions, where applicable  (For third party issuance only)  If a third party such as academic institution or employer has provided instructions to you as to how your document should be delivered to them, please give details. For example, the third party requires that the envelope in which your document is delivered is signed or stamped in a particular way. |  | | |

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| **Office Use only** |  | **Accuracy check** | |
| Y | N |

**B3** Complete this section B3 only if you are requesting for a replacement certificate for a Single Subject Diploma award. A single subject diploma1 is an award issued to a learner after successfully completing an individual module or subject. A single subject diploma award is not a group diploma award. Do not complete this section if your award was issued on the basis of a group diploma or through consolidation of multiple single subject diplomas.

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| **Replacement certificate for Single Subject Diploma1 award only** | | | |
| Full name of the single subject\* |  | | |
| Serial no. of certificate\* |  | | |
| Exam year\*  When you took the programme |  | Exam month\*  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  | Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Address of centre  Where you took the programme |  | | |

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| --- | --- | --- | --- |
| **Office Use only** |  | **Accuracy check** | |
| Y | N |

**B4** Complete this section B4 only if you are requesting for a replacement certificate for an award relating to a Short Executive course/Continuing Professional Development (CPD) course. This section also applies to a Customized Award related certificate replacement. A Customized Award (course) refers to a course developed and owned (externally) by an approved centre and endorsed by IPED - UK. Do not complete this section for a replacement relating to a group diploma or a single subject diploma.

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| --- | --- | --- | --- |
| **Replacement certificate for an award relating to a Short Executive course/Continuing Professional Development (CPD) course. Also applicable to Customized Award related certificate replacement.** | | | |
| Full name of the award\* |  | | |
| Serial no. of certificate\* |  | | |
| Course year\*  When you took the course |  | Course month\*  When you took the course |  |
| Name of centre\*  Where you took course. |  | Country of centre\*  Where you took the course |  |
| City of centre\*  Where you took the course |  |
| Address of centre  Where you took the course |  | | |

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| --- | --- | --- | --- |
| **Office Use only** |  | **Accuracy check** | |
| Y | N |

B5: Complete section B5 in addition to B1 or B2 or B3 or B4 (whichever applies) only if you are requesting for a replacement certificate due to an error in any of the details on your certificate e.g. there was an error in your name. Do not complete this section for lost or destroyed certificate(s).

|  |  |
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| What was the wrong name? |  |
| What is the correct name?\* |  |
| A mistake other than error in name.\*  What was printed incorrectly? What should it have been? |  |

**PART C**

Please complete this part only if you are converting your single subject diplomas into a complete professional award **[Fee payable is £45]**

**C1: Level 4 Diploma conversions only**

Complete C1 only if you are applying to convert SSDs into a Level 4 Diploma award. Do not complete this section for Level 5/6 conversions. Your application will be considered invalid if you complete this section for Level 5/6 consolidation request.

|  |  |  |  |
| --- | --- | --- | --- |
| **Consolidation of single subject diplomas** | | | |
| Full name of programme\* |  | | |
| Level of the programme\* |  | | |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
| Exam year\*  When you took the programme |  |
| Exam month  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
| Exam year\*  When you took the programme |  |
| Exam month  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
| Exam year\*  When you took the programme |  |
| Exam month  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
| Exam year\*  When you took the programme |  |
| Exam month  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
| Exam year\*  When you took the programme |  |
| Exam month  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
| Exam year\*  When you took the programme |  |
| Exam month  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |

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| --- | --- | --- | --- |
| **Office Use only** |  | **Accuracy check** | |
| Y | N |

**C2: Level 5 Advanced Diploma conversions only**

Complete C2 only if you are applying to convert SSDs into a Level 5 Advanced Diploma award. Do not complete this section for Level 4/6 conversions. Your application will be considered invalid if you complete this section for Level 4/6 consolidation request.

Before we can process your consolidation request for Level 5 Advanced Diploma, we need to confirm your Level 4 Diploma award for the respective programme.

**C.2.1** Complete this section C.2.1 only if your original L4 certificate was issued via the non-single subject diploma (i.e. transcript) route. Do not complete C.2.1 if your original certificate was issued through consolidation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of your Level 4 Diploma award (in relation to certificate obtained through non-SSD consolidation only)** | | | |
| Full name of the programme\* |  | | |
| Serial no. of certificate\* |  | | |
| Exam year\*  When you took the programme |  | Exam month\*  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  | Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Address of centre  Where you took the programme |  | | |

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| --- | --- | --- | --- |
| **Office Use only** |  | **Accuracy check** | |
| Y | N |

**C.2.2** Complete this section C.2.2 only if your original L4 certificate was issued via the single subject diploma (consolidation) route. Do not complete C.2.2 if your original certificate was issued through the non-single subject diploma (transcript) route.

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| **Details of your Level 4 Diploma award (in relation to certificate obtained through SSD consolidation only)** | | | |
| Full name of the programme\* |  | | |
| Serial no. of certificate\* |  | | |
| Certificate request year\*  This is the year in which you made your certificate consolidation application. This will usually be the year printed on your certificate. |  | Certificate request month\*  This is the month in which you made your certificate consolidation application. This will usually be the month printed on your certificate. |  |
| Name of centre\*  Through which you made your certificate consolidation application. This may or may not be same centre through which you are making your current application. We require the correct information to locate your record successfully. |  | Country of centre\*  Through which you made your certificate consolidation application. |  |
| City of centre\*  Through which you made your certificate consolidation application. |  |
| Address of centre  Through which you made your certificate consolidation application. |  | | |

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| **Office Use only** |  | **Accuracy check** | |
| Y | N |

>> Now provide details about your request.

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| --- | --- | --- | --- |
| **Consolidation of single subject diplomas** | | | |
| Full name of programme\* |  | | |
| Level of the programme\* |  | | |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
| Exam year\*  When you took the programme |  |
| Exam month  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
| Exam year\*  When you took the programme |  |
| Exam month  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
| Exam year\*  When you took the programme |  |
| Exam month  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
| Exam year\*  When you took the programme |  |
| Exam month  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
| Exam year\*  When you took the programme |  |
| Exam month  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
| Exam year\*  When you took the programme |  |
| Exam month  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |

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| **Office Use only** |  | **Accuracy check** | |
| Y | N |

**C3: Level 6 Graduate Diploma conversions only**

Complete C3 only if you are applying to convert SSDs into a Level 6 Graduate Diploma award. Your application will be considered invalid if you complete this section for Level 4/5 consolidation request.

Before we can process your consolidation request for Level 6 Graduate Diploma, we need to confirm your Level 4 Diploma and Level 5 Advanced Diploma awards for the respective programme. Please provide us with the required information below.

**C.3.1** Complete this section C.3.1 only if your original L4 certificate was issued via the non-single subject diploma (i.e. transcript) route. Do not complete C.3.1 if your original certificate was issued through consolidation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of your Level 4 Diploma award (in relation to certificate obtained through non-SSD consolidation only)** | | | |
| Full name of the programme\* |  | | |
| Serial no. of certificate\* |  | | |
| Exam year\*  When you took the programme |  | Exam month\*  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  | Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Address of centre  Where you took the programme |  | | |

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| --- | --- | --- | --- |
| **Office Use only** |  | **Accuracy check** | |
| Y | N |

**C.3.2** Complete this section C.3.2 only if your original L4 certificate was issued via the single subject diploma (consolidation) route. Do not complete C.3.2 if your original certificate was issued through the non-single subject diploma (transcript) route.

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of your Level 4 Diploma award (in relation to certificate obtained through SSD consolidation only)** | | | |
| Full name of the programme\* |  | | |
| Serial no. of certificate\* |  | | |
| Certificate request year\*  This is the year in which you made your certificate consolidation application. This will usually be the year printed on your certificate. |  | Certificate request month\*  This is the month in which you made your certificate consolidation application. This will usually be the month printed on your certificate. |  |
| Name of centre\*  Through which you made your certificate consolidation application. This may or may not be same centre through which you are making your current application. We require the correct information to locate your record successfully. |  | Country of centre\*  Through which you made your certificate consolidation application. |  |
| City of centre\*  Through which you made your certificate consolidation application. |  |
| Address of centre  Through which you made your certificate consolidation application. |  | | |

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| --- | --- | --- | --- |
| **Office Use only** |  | **Accuracy check** | |
| Y | N |

**C.3.3** Complete this section C.3.3 only if your original L5 certificate was issued via the non-single subject diploma (i.e. transcript) route. Do not complete C.3.3 if your original certificate was issued through consolidation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of your Level 5 Advanced Diploma award (in relation to certificate obtained through non-SSD consolidation only)** | | | |
| Full name of the programme\* |  | | |
| Serial no. of certificate\* |  | | |
| Exam year\*  When you took the programme |  | Exam month\*  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  | Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Address of centre  Where you took the programme |  | | |

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| --- | --- | --- | --- |
| **Office Use only** |  | **Accuracy check** | |
| Y | N |

**C.3.4** Complete this section C.3.4 only if your original L5 certificate was issued via the single subject diploma (consolidation) route. Do not complete C.3.4 if your original certificate was issued through the non-single subject diploma (transcript) route.

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of your Level 5 Advanced Diploma award (in relation to certificate obtained through SSD consolidation only)** | | | |
| Full name of the programme\* |  | | |
| Serial no. of certificate\* |  | | |
| Certificate request year\*  This is the year in which you made your certificate consolidation application. This will usually be the year printed on your certificate. |  | Certificate request month\*  This is the month in which you made your certificate consolidation application. This will usually be the month printed on your certificate. |  |
| Name of centre\*  Through which you made your certificate consolidation application. This may or may not be same centre through which you are making your current application. We require the correct information to locate your record successfully. |  | Country of centre\*  Through which you made your certificate consolidation application. |  |
| City of centre\*  Through which you made your certificate consolidation application. |  |
| Address of centre  Through which you made your certificate consolidation application. |  | | |

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| **Office Use only** |  | **Accuracy check** | |
| Y | N |

>> Now provide details about your request.

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| --- | --- | --- | --- |
| **Consolidation of single subject diplomas** | | | |
| Full name of programme\* |  | | |
| Level of the programme\* |  | | |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
| Exam year\*  When you took the programme |  |
| Exam month  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
| Exam year\*  When you took the programme |  |
| Exam month  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
| Exam year\*  When you took the programme |  |
| Exam month  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
| Exam year\*  When you took the programme |  |
| Exam month  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
| Exam year\*  When you took the programme |  |
| Exam month  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
| Exam year\*  When you took the programme |  |
| Exam month  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |

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| **Office Use only** |  | **Accuracy check** | |
| Y | N |

**C4: Level 7 Postgraduate Diploma conversions only**

Complete C4 only if you are applying to convert SSDs into a Level 7 Postgraduate Diploma award. Your application will be considered invalid if you complete this section for Level 4/5/6 consolidation request.

Before we can process your consolidation request for Level 7 Postgraduate Diploma, we need to confirm your Level 4 Diploma, Level 5 Advanced Diploma and Level 6 Graduate Diploma awards for the respective programme. Please provide us with the required information below.

**C.4.1** Complete this section C.4.1 only if your original L4 certificate was issued via the non-single subject diploma (i.e. transcript) route. Do not complete C.4.1 if your original certificate was issued through consolidation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of your Level 4 Diploma award (in relation to certificate obtained through non-SSD consolidation only)** | | | |
| Full name of the programme\* |  | | |
| Serial no. of certificate\* |  | | |
| Exam year\*  When you took the programme |  | Exam month\*  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  | Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Address of centre  Where you took the programme |  | | |

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| --- | --- | --- | --- |
| **Office Use only** |  | **Accuracy check** | |
| Y | N |

**C.4.2** Complete this section C.4.2 only if your original L4 certificate was issued via the single subject diploma (consolidation) route. Do not complete C.4.2 if your original certificate was issued through the non-single subject diploma (transcript) route.

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of your Level 4 Diploma award (in relation to certificate obtained through SSD consolidation only)** | | | |
| Full name of the programme\* |  | | |
| Serial no. of certificate\* |  | | |
| Certificate request year\*  This is the year in which you made your certificate consolidation application. This will usually be the year printed on your certificate. |  | Certificate request month\*  This is the month in which you made your certificate consolidation application. This will usually be the month printed on your certificate. |  |
| Name of centre\*  Through which you made your certificate consolidation application. This may or may not be same centre through which you are making your current application. We require the correct information to locate your record successfully. |  | Country of centre\*  Through which you made your certificate consolidation application. |  |
| City of centre\*  Through which you made your certificate consolidation application. |  |
| Address of centre  Through which you made your certificate consolidation application. |  | | |

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| --- | --- | --- | --- |
| **Office Use only** |  | **Accuracy check** | |
| Y | N |

**C.4.3** Complete this section C.4.3 only if your original L5 certificate was issued via the non-single subject diploma (i.e. transcript) route. Do not complete C.4.3 if your original certificate was issued through consolidation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of your Level 5 Advanced Diploma award (in relation to certificate obtained through non-SSD consolidation only)** | | | |
| Full name of the programme\* |  | | |
| Serial no. of certificate\* |  | | |
| Exam year\*  When you took the programme |  | Exam month\*  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  | Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Address of centre  Where you took the programme |  | | |

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| --- | --- | --- | --- |
| **Office Use only** |  | **Accuracy check** | |
| Y | N |

**C.4.4** Complete this section C.4.4 only if your original L5 certificate was issued via the single subject diploma (consolidation) route. Do not complete C.4.4 if your original certificate was issued through the non-single subject diploma (transcript) route.

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of your Level 5 Advanced Diploma award (in relation to certificate obtained through SSD consolidation only)** | | | |
| Full name of the programme\* |  | | |
| Serial no. of certificate\* |  | | |
| Certificate request year\*  This is the year in which you made your certificate consolidation application. This will usually be the year printed on your certificate. |  | Certificate request month\*  This is the month in which you made your certificate consolidation application. This will usually be the month printed on your certificate. |  |
| Name of centre\*  Through which you made your certificate consolidation application. This may or may not be same centre through which you are making your current application. We require the correct information to locate your record successfully. |  | Country of centre\*  Through which you made your certificate consolidation application. |  |
| City of centre\*  Through which you made your certificate consolidation application. |  |
| Address of centre  Through which you made your certificate consolidation application. |  | | |

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| **Office Use only** |  | **Accuracy check** | |
| Y | N |

**C.4.5** Complete this section C.4.5 only if your original L6 certificate was issued via the non-single subject diploma (i.e. transcript) route. Do not complete C.4.5 if your original certificate was issued through consolidation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of your Level 6 Graduate Diploma award (in relation to certificate obtained through non-SSD consolidation only)** | | | |
| Full name of the programme\* |  | | |
| Serial no. of certificate\* |  | | |
| Exam year\*  When you took the programme |  | Exam month\*  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  | Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Address of centre  Where you took the programme |  | | |

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| --- | --- | --- | --- |
| **Office Use only** |  | **Accuracy check** | |
| Y | N |

**C.4.6** Complete this section C.4.6 only if your original L6 certificate was issued via the single subject diploma (consolidation) route. Do not complete C.4.6 if your original certificate was issued through the non-single subject diploma (transcript) route.

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of your Level 6 Graduate Diploma award (in relation to certificate obtained through SSD consolidation only)** | | | |
| Full name of the programme\* |  | | |
| Serial no. of certificate\* |  | | |
| Certificate request year\*  This is the year in which you made your certificate consolidation application. This will usually be the year printed on your certificate. |  | Certificate request month\*  This is the month in which you made your certificate consolidation application. This will usually be the month printed on your certificate. |  |
| Name of centre\*  Through which you made your certificate consolidation application. This may or may not be same centre through which you are making your current application. We require the correct information to locate your record successfully. |  | Country of centre\*  Through which you made your certificate consolidation application. |  |
| City of centre\*  Through which you made your certificate consolidation application. |  |
| Address of centre  Through which you made your certificate consolidation application. |  | | |

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| --- | --- | --- | --- |
| **Office Use only** |  | **Accuracy check** | |
| Y | N |

>> Now provide details about your request.

|  |  |  |  |
| --- | --- | --- | --- |
| **Consolidation of single subject diplomas** | | | |
| Full name of programme\* |  | | |
| Level of the programme\* |  | | |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
| Exam year\*  When you took the programme |  |
| Exam month  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
| Exam year\*  When you took the programme |  |
| Exam month  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
| Exam year\*  When you took the programme |  |
| Exam month  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
| Exam year\*  When you took the programme |  |
| Exam month  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
| Exam year\*  When you took the programme |  |
| Exam month  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
| Exam year\*  When you took the programme |  |
| Exam month  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |

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| **Office Use only** |  | **Accuracy check** | |
| Y | N |

**PART D**

Please complete this part only if you are requesting for your certificate after successfully completing all the modules under a respective programme. This is applicable if you have been previously issued with transcript(s) for previous modules taken but have not been issued with a certificate. This may be the case if you have re-taken examinations or have taken modules in different examination sessions. This may also be the case if you are due certification as a result of exemption(s) previously granted to you by IPED.

**[No fee is payable\*]**

Information about lower level professional awards

> If your request is in relation to Level 5 Advanced Diploma award, you would have been issued with a Level 4 Diploma award. Please provide details respectively. This is a mandatory requirement.

> If your request is in relation to Level 6 Graduate Diploma award, it is assumed that you have been issued with Level 4 Diploma and Level 5 Advanced Diplomas awards. Please provide details respectively.

> If your request is in relation to Level 4 Diploma, please go straight to D.5

> This section of the application is not applicable to L7 Postgraduate Diploma.

**D.1** Complete this section D.1 only if your original L4 certificate was issued via the non-single subject diploma (i.e. transcript) route. Do not complete D.1 if your original certificate was issued through consolidation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of your Level 4 Diploma award (in relation to certificate obtained through non-SSD consolidation only)** | | | |
| Full name of the programme\* |  | | |
| Serial no. of certificate\* |  | | |
| Exam year\*  When you took the programme |  | Exam month\*  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  | Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Address of centre  Where you took the programme |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Office Use only** |  | **Accuracy check** | |
| Y | N |

**D.2** Complete this section D.2 only if your original L4 certificate was issued via the single subject diploma (consolidation) route. Do not complete D.2 if your original certificate was issued through the non-single subject diploma (transcript) route.

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of your Level 4 Diploma award (in relation to certificate obtained through SSD consolidation only)** | | | |
| Full name of the programme\* |  | | |
| Serial no. of certificate\* |  | | |
| Certificate request year\*  This is the year in which you made your certificate consolidation application. This will usually be the year printed on your certificate. |  | Certificate request month\*  This is the month in which you made your certificate consolidation application. This will usually be the month printed on your certificate. |  |
| Name of centre\*  Through which you made your certificate consolidation application. This may or may not be same centre through which you are making your current application. We require the correct information to locate your record successfully. |  | Country of centre\*  Through which you made your certificate consolidation application. |  |

**D.3** Complete this section D.3 only if your original L5 certificate was issued via the non-single subject diploma (i.e. transcript) route. Do not complete D.3 if your original certificate was issued through consolidation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of your Level 5 Advanced Diploma award (in relation to certificate obtained through non-SSD consolidation only)** | | | |
| Full name of the programme\* |  | | |
| Serial no. of certificate\* |  | | |
| Exam year\*  When you took the programme |  | Exam month\*  Where you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  | Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Address of centre  Where you took the programme |  | | |

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| --- | --- | --- | --- |
| **Office Use only** |  | **Accuracy check** | |
| Y | N |

**D.4** Complete this section D.4 only if your original L5 certificate was issued via the single subject diploma (consolidation) route. Do not complete D.4 if your original certificate was issued through the non-single subject diploma (transcript) route.

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of your Level 5 Advanced Diploma award (in relation to certificate obtained through SSD consolidation only)** | | | |
| Full name of the programme\* |  | | |
| Serial no. of certificate\* |  | | |
| Certificate request year\*  This is the year in which you made your certificate consolidation application. This will usually be the year printed on your certificate. |  | Certificate request month\*  This is the month in which you made your certificate consolidation application. This will usually be the month printed on your certificate. |  |
| Name of centre\*  Through which you made your certificate consolidation application. This may or may not be same centre through which you are making your current application. We require the correct information to locate your record successfully. |  | Country of centre\*  Through which you made your certificate consolidation application. |  |
| City of centre\*  Through which you made your certificate consolidation application. |  |
| Address of centre  Through which you made your certificate consolidation application. |  | | |

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| --- | --- | --- | --- |
| **Office Use only** |  | **Accuracy check** | |
| Y | N |

**D.5** >> Now provide details about your request.

|  |  |  |  |
| --- | --- | --- | --- |
| **Request for certificate** | | | |
| Full name of programme\* |  | | |
| Level of the programme\* |  | | |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
| Exam year\*  When you took the programme |  |
| Exam month  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
| Exam year\*  When you took the programme |  |
| Exam month  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
| Exam year\*  When you took the programme |  |
| Exam month  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\*  Where you took the programme |  |
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| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |

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| --- | --- | --- | --- |
| **Office Use only** |  | **Accuracy check** | |
| Y | N |

**PART E**

Please complete this part only if you are requesting for unit certification for individual module(s) successfully completed in a complete professional programme for which a transcript has been issued. Unit certification is a single subject diploma award issued for individual module(s).

**[Fee payable is £30 per unit certification]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit certification** | | | |
| Full name of programme\* |  | | |
| Level of the programme\* |  | | |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
| Exam year\*  When you took the programme |  |
| Exam month  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
| Exam year\*  When you took the programme |  |
| Exam month  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
| Exam year\*  When you took the programme |  |
| Exam month  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
| Exam year\*  When you took the programme |  |
| Exam month  When you took the programme |  |
| Name of centre\*  Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
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| Exam month  When you took the programme |  |
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| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |
| Module successfully completed\* |  | Serial number\*  As printed on your document |  |
| Exam year\*  When you took the programme |  |
| Exam month  When you took the programme |  |
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| Country of centre\*  Where you took the programme |  |
| City of centre\*  Where you took the programme |  |

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| **Office Use only** |  | **Accuracy check** | |
| Y | N |

**PART F**

To be completed by all applicants

|  |  |  |
| --- | --- | --- |
| **Question** | **Response** | |
| **Yes** | **No** |
| Have you completed the correct part of the form relevant to you?  Please place **X** in the relevant space provided. |  |  |
| Have you paid the prescribed fee if applicable to you?  Please place **X** in the space provided. |  |  |
| Have you attached proof of payment or for centre based applicant’s (regular service), has centre accepted to pay on your behalf?  Please place **X** in the space provided.  Reminder: You must pay (fully) upfront for the service before your application will be considered. The service will not be offered (on credit) under any circumstance in the absence of full upfront payment. |  |  |

**PART G**

To be completed by all applicants

|  |
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| Delivery **address for express mail/courier service**.  Reminder: Postage by ordinary mail is not permitted for this service. All postages to you from IPED - UK, will only be made by express mail (courier). Please include the cost of IPED – UK sending document(s) to you by courier to the application fee. Contact us for courier charges applicable to your request.  Note: To enable us successfully deliver your parcel, we require that you provide us with accurate delivery information. Failure to do so may prevent your parcel from being delivered, in which case you will be required to repay the cost of postage. |

Please provide unambiguous details to enable us deliver your parcel successfully.

**IMPORTANT: Please provide PHYSICAL ADDRESS DETAILS, not P. O. Box. \*\*Couriers will not deliver to P. O. Box addresses\*\*.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of recipient  (This refers to the individual or organization to whom the parcel will be addressed) |  | | |
| First line of address  (of recipient) |  | | |
| Second line of address  (of recipient) |  | | |
| City (of recipient)  If recipient resides in a small town or village, where courier services such as DHL, UPS, FedEx etc. do not have local sorting facilities, please enter the name of the major town or city next to recipient. |  | Post code or Zip code  (Where this address system is used. E.g. UK, USA etc.) |  |
| Country (of recipient) |  | | |
| Contact person (for the parcel) |  | | |
| Tel. no. of contact person  (for the parcel) |  | | |

**Important Information about delivery information**

* **Do not alter/distort the form** in any way.
* **Enter valid details** in the following fields:
* **First Line of address** > (this should not be somebody's name). This should be the address of your building.
* **Second Line of address** > (this should not be somebody's name). This should be address of your building.
* **City** > (See form for guidance)
* **Country** > Enter the name of your country.
* **Contact person (for the parcel**) > This should be the full name of the person who will be signing for the parcel/receiving it. This should not be a telephone/mobile number, nor any other details.
* **Tel. no. of contact person (for the parcel)** > This should be the telephone/mobile number of the person who will be signing for the parcel. Do not enter any other details.

**NB:** Please be advised that we **will not ship** your document to you if we do not receive accurate delivery details from you; in which case we will not hold ourselves responsible for any delays, or postponement of delivery of service.

**PART H**

To be completed by all applicants

Please enter your initials to sign below to complete your application.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |

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| **For office use only**  Where applicable, information about your application will be provided in the section below by the IPED officer. |
|  |