



APPLICATION FOR THE ISSUE OF A LETTER OF VERIFICATION OR A PRO-FORMA VERIFICATION OF A CNAA AWARD

GUIDANCE FOR APPLICANTS

The Further and Higher Education Act 1992 abolished the Council for National Academic Awards [CNAA]. Open University Validation Services [OUVS] is authorised to have care and custody of CNAA 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:

1. *Letter of Verification* – a basic document issued ‘to whom it may concern’ on Open University Validation Services headed paper, free of charge;
2. *Pro-forma Verification* – where the original award certificate has been lost or destroyed it is often considered insufficient to have a basic letter of verification for an award and OUVS 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 £35.00 (inclusive of VAT).

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

Please ensure on your application that you include your full name (including any former names), date of birth, institution, course and year of award, in order for OUVS to identify your records correctly.

REQUEST FOR ISSUE OF LETTER OF VERIFICATION OR PRO-FORMA VERIFICATION

Please supply: a Letter of Verification Pro-forma Verification

Full Name of Applicant.....

Date of Birth.....

Degree or Award & Course Title.....

Institution Attended.....

Year of Award.....

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

Address.....

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

I enclose a cheque/postal order made payable to The Open University for the sum of £

Please return to: CNAA Records
Open University Validation Services
44 Bedford row
London WC1R 4LL

FOR OFFICE USE ONLY

Amount of Fee.....Date Received.....Authorised by.....