



Recognition of Prior Learning (RPL) Application Form

Applicant's Name:	
Email Address:	
Employer/Country of Origin:	

You should complete this application form in conjunction with the document 'Recognition of Prior Learning: Student and Learner Guidelines' and the EUAA Academy's [Internal guidance on recognition of prior learning](#) in order to clearly identify which type of RPL process is most relevant for you.

You will need to identify the module(s) and learning outcomes which correspond to the knowledge, skills and competencies for which you would like to demonstrate prior learning, which can be found in the [Training Catalogue](#) on the EUAA website or [Learning Management System](#).

If you have any questions or need support completing this form, please contact registrar@euaa.europa.eu

Please indicate which one of the following procedures you wish to apply for and then complete the corresponding section below:

- ☐ 1. **Recognition of prior formal, informal and non-formal learning** – You are enrolling in a programme/course and would like to have your experience and/or learning recognised to be exempt from parts of it.
- ☐ 2. **Credit transfer** - You are enrolling in a programme/course and would like to have your previous formal learning recognised to be exempt from parts of it.
- ☐ 3. **Content module assessment** – You have already acquired the learning (for example, by having previously completed a module) and would like to receive an accredited certificate.

When providing evidence, please do not send original documents with the application (these may be asked for at a later stage). Kindly send all evidence in digital form. Name your files clearly, starting with your initials. Example: mj_observation_practice_interviewing.

DO NOT submit evidence that is in breach of rules of confidentiality as established in the EU and national framework (e.g. observation notes indicating names of asylum seekers, beneficiaries of protection, etc.). Similarly, DO NOT submit content that may be sensitive, of limited/restricted dissemination or in any way subject to restrictions of classification

The application form and attached evidence files should be sent to registrar@euaa.europa.eu





1. Recognition of prior formal, informal and non-formal learning

You may use this procedure to be enrolled in a programme of study or training course and to be exempt from up to 50% of the qualification or course. This procedure may not be used in the case of enrolment in only one module.

You should only provide evidence of prior learning which directly corresponds to the learning outcomes of the study unit/module from which you are requesting exemption. Please refer to the Student and Learner Guidelines for more details.

Please tick below which evidence you are attaching with this application form (you may include multiple sources of evidence):

	Type of evidence	File name of evidence included
☐	Work experience	
☐	Other training attended – EASO, EUAA or other	
☐	References or other testimonials	
☐	Project work, reports drafted, etc.	
☐	Records of voluntary work	
☐	Observation of practice or simulations	
☐	Other. Kindly specify:	

2. Credit transfer

You may use this procedure to request recognition of your previous formal education for which you have earned ECTS in order to be enrolled in a programme or course, and to be exempted from up to 50% of the programme or course. This procedure may not be used in the case of enrolment in only one module.

Kindly list the modules (that are part of a programme of course) for which you want to request exemption (add rows as necessary):

Module Code	Module name	File name of evidence included
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(if available)		(e.g. certificates, diploma supplements, etc.)

3. Content Module Assessment

You may use this procedure if you have already acquired the learning (for example, you previously completed an EASO/EUAA training module either before it had undergone accreditation or because at the time you had decided not to participate in the assessment). This procedure may only be used for specific modules – you do not need to be enrolled in a full programme or a course. You may apply for the content module assessment of more than one module at a time.

Module Code (if available)	Module name	Evidence included if applicable (e.g. certificates, diploma supplements, etc.)

By submitting this application form, the candidate authorises the EUAA Academy to process and record information for the purpose of RPL.

For any queries or assistance, feel free to reach out to registrar@euaa.europa.eu