

Centre number

Centre name

# Changes to registration details, including transfers & Top-ups, for GNVQ/VCE programmes



## How to complete this form

- Tick box to indicate the type of change required:

student's name   
  date of birth   
  Top-up/Transfer  
 centre number   
  programme number

- For all other amendments, submit details in writing.
- Please read notes on bottom left of this form before completion.
- If you are unsure of the difference between Top-ups and Transfers please refer to our Information manual.
- Return top copy to Entries and Certification Centre, The Edexcel Processing Centre, 8-50 Blundell Street, London, N7 9ED.
- Please retain pink copy for your records.

Student registration number	Student's details			Gender Male/ Female	date of birth - if amended DD - MON - YY	Transfers only	
	forenames max 20 characters including spaces	surname max 30 characters including spaces				old centre number	new programme number
GNVQ/VCE transfers	test date	Unit Code	Unit Code	Unit Code	Unit Code	Unit Code	Unit Code
GNVQ/VCE transfers	test date	Unit Code	Unit Code	Unit Code	Unit Code	Unit Code	Unit Code
GNVQ/VCE transfers	test date	Unit Code	Unit Code	Unit Code	Unit Code	Unit Code	Unit Code
GNVQ/VCE transfers	test date	Unit Code	Unit Code	Unit Code	Unit Code	Unit Code	Unit Code
GNVQ/VCE transfers	test date	Unit Code	Unit Code	Unit Code	Unit Code	Unit Code	Unit Code
GNVQ/VCE transfers	test date	Unit Code	Unit Code	Unit Code	Unit Code	Unit Code	Unit Code

**Student Registration Number:** Where the student is transferring from a licensed institution, he/she will have no registration number. Complete form SA1 GNVQ/VCE Student Registration and submit it with a letter of explanation. No registration fee is due.

**GNVQ/VCE Transfers/Top-ups only:** Please ensure that tests/portfolios required for the next available series are listed on the 'GNVQ/VCE transfer' line below the student's details.

Name ..... Phone/extension .....

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

Position ..... **GNVQ/VCE SA2 FORM**