



**UNIVERSITY OF AGRICULTURE, ABEOKUTA
EXAMINATIONS AND RECORDS UNIT**

TRANSCRIPT APPLICATION FORM

To: Head of Unit (Examinations and Records) **Date:**

Full Name:
(Surname first)

Matric. No.: **Dept.:**

Diploma/SLT/Degree: (Please indicate)

Candidate's Contact Address:

Destination(s) of Transcript: (Not personal/individual address or private company)

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Choice of Courier Service :(Please tick)

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Note: Attach the receipts of payment for transcript and postage along with this form, please.

B. PROCESSING OF STATEMENT OF RESULTS

- i. Applicants are expected to pay an Application fee of One thousand Naira only (N1,000.00) per copy per session to the Cash Office of the University, after which a receipt is issued to the Applicant.
- ii. The Applicant forwards an application to the Head, Examinations and Records Unit, attaching the original receipt, for processing and collection within three business days after application.
- iii. Statement of Result can be collected by hand.