

Date-----

The Examinations and Records Officer
University of Port Harcourt
Choba
Port Harcourt

Dear Sir,

APPLICATION FOR ACADEMIC TRANSCRIPT

I wish to apply for my Academic Transcript. My Studentship details are as follows:

NAME:-----

MATRICULATION NO:-----

FACULTY/COLLEGE:-----

DEPARTMENT-----

YEAR OF GRADUATION:-----

Have you done transcript before? Yes/ No.

If yes, When-----

The Transcript should be forwarded to:

.....
.....
.....
.....

Recipient's Email Address

I attach herewith a photocopy of my Certificate/Success Letter, photocopy of the Bank Draft for the Processing Fee and the duplicate copy of the University of Port Harcourt Receipt for payment of Processing Fee.

Yours faithfully,

Signature :

Name :

GSM Phone No. :

Applicant's Email Address :