
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: _____

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 :