



NATIONAL OPEN UNIVERSITY OF NIGERIA
PLOT 91 CADASTRAL ZONE, NNAMDI AZIKIWE EXPRESSWAY, JABI, ABUJA

(OFFICE OF THE REGISTRAR – ACADEMIC REGISTRY)

INFORMATION AND GUIDELINES FOR e-TRANSCRIPT APPLICATION AND DOCUMENT VERIFICATION

Please Read the Following Information and Guidelines Carefully and Note that Transcripts Applications are Treated on First-Come, First-Served Basis:

1. TRANSCRIPT REQUEST TYPE AND COST IMPLICATION:

- A. Local Transcript to Universities Within Nigeria:** Transcripts request to Universities within Nigeria cost the sum of **Fifteen Thousand Naira (₦15,000) only**.

Graduates requesting for the above transcripts request type are required to upload NOUN Certificate/Statement of Result, Birth Certificate and Remita Receipt along with the following evidences of application for admission, to be scanned as a single pdf file through the document upload fields:

- i. Remita receipt/evidence of payment of admission form of the receiving institution
- ii. Application form for the programme applied for at the receiving institution
- iii. Transcript Label or Academic Records Request Form of the receiving institution
- iv. Provisional/Conditional Offer of Admission Letter of the receiving institution

- B. Credit Transfer:** This is for active students intending to transfer their studies to another University bearing in mind that their portal will be closed and they will not graduate from NOUN. Students requesting for this transcript request type are required to upload birth certificate and Remita Receipt through the document upload fields.

- i. **Local Credit Transfer:** Credit Transfer to equivalent academic institutions within Nigeria cost the sum of **Fifteen Thousand Naira (₦15,000) only**.
- ii. **Continental Credit Transfer:** Credit Transfer to equivalent institutions within Africa cost the sum of **Thirty Thousand Naira (₦30,000) only**.
- iii. **Intercontinental Credit Transfer:** Credit Transfer to equivalent institutions outside Africa cost the sum of **Forty-Five Thousand Naira (₦45,000) only**

- C. Continental Transcript Request:** Transcripts request to equivalent academic institutions within Africa that do not require transcript verification cost the sum of **Thirty Thousand Naira (₦30,000) only**.

This transcript request type requires the upload of NOUN Certificate/Statement of Result, Birth Certificate and Remita Receipt through the document upload fields.

- D. Intercontinental Transcript Request:** Transcripts request to equivalent academic institutions outside Africa cost the sum of **Forty-Five Thousand Naira (₦45,000) only**.

This transcript request type requires the upload of NOUN Certificate/Statement of Result, Birth Certificate and Remita Receipt through the document upload fields.

- E. Transcript Request to Evaluation Agencies (e.g World Education Service (WES), Josef Silny & Associates, ECCTIS, Alberta Health, other Nursing Evaluation Agencies etc):** This transcript request type is for graduates applying for evaluation of their transcripts through WES or Josef Silny & Associates. The cost for this transcript request type is **Fifty Thousand Naira (₦50,000) only** which includes cost of International Transcript request and Verification.

This transcript request type requires the upload of NOUN Certificate/Statement of Result and Evaluation Agencies Forms e.g WES Academic Request Form as a single pdf file, while the Birth Certificate/Declaration of age and Remita Receipt should be uploaded separately through the document upload fields.

- F. Student Copy of Academic Transcript:** This transcript request type cost the sum of **Ten Thousand Naira (₦10,000) only**. The Student Copy of Academic Transcript request type is **ONLY** for graduates of NOUN. The transcript would be sent directly to the personal email address provided by the graduate and can not be used for admissions or official purpose.

Graduates requesting for the above transcripts request type are required to upload NOUN Certificate/Statement of Result, Birth Certificate and Remita Receipt.

- G. Transcript to Educational Consultants:** Transcript request to verifiable Educational Consultants/Agencies in Nigeria which has website and official emails cost the sum of **Forty-Five Thousand Naira (₦45,000) only**.

This transcript request type requires the upload of NOUN Certificate/Statement of Result, Birth Certificate and Remita Receipt through the document upload fields.

- H. Document Verification (e.g Certificate/Admission Letter/Transcript):** This request type requires the upload of NOUN Certificate, Statement of Result, Transcript or any other document issued by the University which is to be verified through the document upload fields. The cost of verifying the authenticity of any document issued by the University is **Fifteen Thousand Naira (₦15,000) only** per document.

- I. Online Certificate Request to Local Destination:** The cost of sending NOUN Certificate to a destination in Nigeria after due verification is **Twenty-Five Thousand Naira (₦25,000) only**.

This certificate request type requires the upload of final clearance form duly cleared from the study centre, all remita payments receipts for convocation, a valid means of identification and Alumni payment receipt (Please note that the Alumni payment applies ONLY to graduates from 2023 Convocation and later).

- J. Online Certificate Request to International Destination:** The cost of sending NOUN Certificate to a destination outside Nigeria after due verification is **Fifty Thousand Naira (₦50,000) only**.

This certificate request type requires the upload of final clearance form duly cleared from the study centre, all remita payments receipts for convocation, a valid means of identification and Alumni payment receipt (as from 2023 graduates only).

- K. Request for Letters:** The cost of requesting for any of the under listed letters is **Ten Thousand Naira (₦10,000) only per request:**

- i. Proficiency in English Letter
- ii. Recommendation Letter
- iii. Introduction Letter
- iv. Progress Report Letter

To enable us treat the above letters, students/graduates are required to provide the following information in the online request form:

- a. Recipient e.g Admission Officer, Student Recruitment Officers/Advisor etc
- b. Destination e.g Intake Education
- c. Address e.g Ground Floor, 50, Adetokunbo Ademola Crescent, Osas & Oseji Building, Between UBA and H-Medix, Wuse 2, Abuja

Note: Proficiency in English and Recommendation Letters can only be issued to graduates while Introduction and Progress Report Letter can only be issues to students that have not graduated.

- Payment of cash or any additional amount outside the aforementioned approved fee to any official of the University is prohibited.

2. VERY IMPORTANT GUIDELINES ON TRANSCRIPT APPLICATION:

A. Guideline on Electronic Copy of Transcript for Official Emails or Upload on Application Websites of Receiving Institutions/Agencies:

- Official Transcripts can only be forwarded to the official email of receiving institutions/agencies bearing the name of such institution/agency as the email domain name e.g internationaladmissions@nameofuniversity.com, deanpgschool@nameofuniversity.edu.ng, something@nameofagency.com etc

- If you require upload of electronic copy of Official Transcript unto receiving institutions'/agencies' website or link, you are expected to provide in the "Transcript Label" field the link/URL of the upload portal with the username and password to access the page for the upload to be done on your behalf.

B. Additional Application Guidelines for Graduates Applying for Transcript to be Sent to WES, ECCTIS, ICES, DCA, Josef Silny & Associates, Inc. and Other Evaluation Agencies

- In filling in your details, remember to fill in your **Reference or Enquiry ID/Number** (if applicable) in the "Transcript Label" field
- Forms from Evaluation Agencies e.g "WES Academic Records Request Form" should be properly filled before uploading through document upload field.

C. Additional Application Guidelines for Nursing Graduates Applying for Transcript to be Sent to NNAS, CGFNS, NMBI and other Nursing Evaluation Agencies

- In filling in your details, remember to fill in your **Reference or Enquiry ID/Number** (if applicable) in the "Transcript Label" field
- Upload the following documents to be scanned as a single pdf file through the document upload fields using the appropriate label:
 - i. Forms from Evaluation Agencies e.g CGFNS Forms, NNAS Forms etc
 - ii. Clinical Attachment Log Book from your Study Centre or Hospital of Clinical Attachment

D. Guideline on Transcript Destination Address:

- **Where Official Academic Transcript can be sent to:**
 - i. Academic Transcripts CAN ONLY be forwarded to the **correct address** of the Dean of Postgraduate School of Universities or Head of Admission, Student Recruitment Officers/Advisor, Heads of **EQUIVALENT** Academic Institutions, Scholarship Boards, Educational Consulting Firms and Embassies for academic purposes.
 - ii. The **Equivalent** Academic Institutions, Scholarship Boards, Educational Consulting Firms and Embassies must have **functional websites**.
- **Where Official Academic Transcript CANNOT be sent to:**
 - i. Official Academic Transcripts CANNOT be issued directly to students or individuals. It CANNOT be sent to location address, personal email or official email of the student or individual (i.e. johnsons@yahoo.com or marcus@noun.edu.ng)
 - ii. Official Academic Transcripts CANNOT be collected by hand
 - iii. Official Academic Transcripts CANNOT be sent through any third-party organization (soft or hard copy) that is not of the status of an equivalent academic institution.

- iv. Official Academic Transcripts CANNOT be sent to companies/organization for the purpose of employment, however a request for the verification of the person's certificate can be made for this purpose.

3. APPLICATION:

Please click on <http://transcript.nou.edu.ng/> for your request.

Please ensure you type the appropriate information in the field provided for "Recipient" e.g The Dean/Secretary of Postgraduate School or Admission Officer or Student Recruitment Officer/Advisor.

If you require any information or help, please call/text or via mail:

- i. **08167424141 - undergraduatetranscripts@noun.edu.ng for Undergraduate Transcript**
- ii. **08115032088 - pgtranscripts@noun.edu.ng for Postgraduate Transcript.**