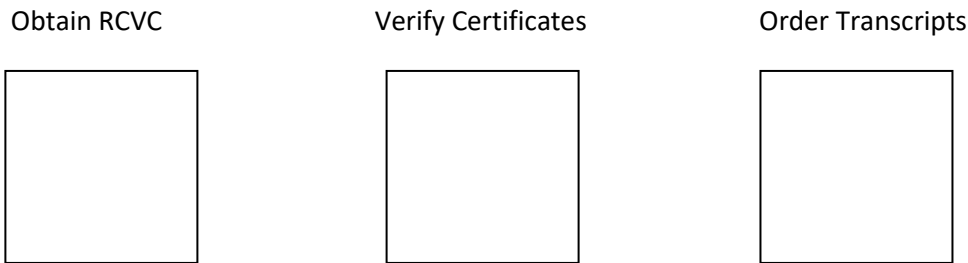


As agreed, replace "Verify RCVC" box with box saying "Order Transcripts"

Arrange the Boxes like this



The text on the Order Transcript box is "Through *OTranscript* you are able to submit a transcript request 24 hours/day, 7days/week"

On Click it takes you to the process page. Insert the Process in the format of the RCVC

Applicant submits Order to Risk Control



Risk Control Takes Order to Institutions



Institutions mail Order to Address supplied by Applicant

#### Overview

Order Transcript (***OTranscript***) is an automated online transcript ordering service developed by Risk Control Services for the convenience of alumni of Nigerian institutions who for any reason are not able to undertake the processing of the transcript by themselves. However, it is the respective institutions that produce the transcripts because they are the custodians of the students academic records. Risk Control via the ***OTranscript*** medium will follow up with the institutions in order to ensure that the transcript processing is prioritized and result sent to the address indicated by the person requesting for the transcript.

#### What you need to know

Before you proceed with your order, please ensure you read the following carefully

- **Your institution may not process your transcript request if there is a restriction placed on your account for financial or other obligations to the university.**
- Before Risk Control can process your order, it is mandatory that you fill and sign **Letter of Authorization and Transcript Request Form**. You can send the completed form by email to **xxxxxx**.
- When your order is successful, you will see a screen with a title of "Order Accepted for Processing". This screen will state that your transcript order has been accepted and will provide you with an order number that you should retain in case you need to contact us

about your order. If you do not see the "Order Accepted for Processing" screen, it may be due to incorrect information or your payment has not been confirmed.

- Please note that older records are often difficult for many institutions in Nigeria to retrieve because the records have not been stored properly. This sometimes delay the processing of your order by the institution because of additional resources and time needed by the institution.
- You can always check the status of your order on this portal by xxxxxx
- When your Transcript has been mailed you will receive a Completion email. We use renowned couriers for delivery of transcripts. Applicants can also track delivery status of their transcripts by entering the tracking code included in the request completion email they receive or from the applications status page.
- If you encounter any problem processing this order, please call Client relationship on xxxx or send email to [crm@riskcontrolnigeria.com](mailto:crm@riskcontrolnigeria.com). You are also free to use the chat online feature on this site

### **Proceed To Order Your Transcript**

**On Click** for Proceed to Order Your Transcript. User must first Register

After registration

A Transcript Request Form will be filled, signed and scanned back electronically to the email.

The Order is not successful until we have received the completed form and payment confirmed

Cost of transcript is displayed on the screen like the RCVC cost is displayed

Total All inclusive cost of Transcript, including official fees paid to the institutions

- |   |                    |
|---|--------------------|
| • Official fees + Delivery (regular mail)         | =N= 25,000 / \$85  |
| • Official fees + Delivery (Express-Nigeria)      | =N= 35.000 / \$100 |
| • Official fees + Delivery(Express-International) | =N=45,000 / \$120  |

Once all of this has been done a notification that Order accepted successfully will be sent. And processing from school will commence