

Transcript Application Info.

The Alumni Secretariat is available to process transcript applications on your behalf. With the supply of information on **the adjoining forms**, we can help in processing your transcript applications without your physical presence on campus. A complete application requires the following:

- A completed transcript application form
- An application letter to the Registrar, Covenant University indicating your: Name, Matriculation Number, Department, and Purpose for the transcript
- Cost Implications (this includes N2,000 handling charges which is already inclusive of the total sums below)

Domestic Shipments

	Destination	Fee
1	Ota	9,850.00
2	Rest of Ogun & Lagos	9,150.00
3	South-West	11,800.00
4	North/East/Middle Belt/South-South	14,600.00
5	Covenant University	4,500.00

International Shipments

	Destination	Fee
1	<u>BRITAIN</u> Ireland, Denmark, Netherland, Poland, Belgium, France, Hungary, Lithuania, England	25,200.00
2	USA/Canada/Mexico	22,150.00
3	<u>GREAT BRITAIN</u> UK, Wales, Scotland, Island	19,550.00
4	West Africa	24,500.00
5	South Africa/Eastern Africa	26,050.00
6	<u>EAST EUROPE</u> Norway, Sweden, Italy, Finland, Ukraine, Spain, Turkey, Singapore, Germany	28,800.00
7	<u>MIDDLE EAST/CHINA</u> Iraq, Yemen, Iran, Saudi Arabia, Syria, Pakistan, Afghanistan, Omen, Hong Kong, South Korea, Japan, Thailand	33,900.00
8	Australia/India/New Zealand/Far East/Asia	33,900.00
9	<u>LATIN AMERICA/CARRIBBEAN</u> Brazil, Chile, Peru, Bolivia, Argentina, Colombia, Mexico, Venezuela, Cuba	49,700.00

- **Email version/Upload version- N8, 000**

Please note that ETX-NG is a fraudulent site for processing of transcript from Covenant University. The Covenant University Alumni and the Registry Dept. are the only liable avenue for processing of transcript.

- Payments can be made into:

UBA a/c name: **Covenant University Alumni Association**

UBA a/c number: **1015670556**

Please forward a copy of the teller information alongside other information required for completion of the application procedures to:

services.alumni@covenantuniversity.edu.ng

- **Processing time** allowed is 14 working days for all email/upload versions of transcript and all hard copy versions of transcript.
- We would notify you (via email) of your tracking number once the transcript has been sent out.

Special Note:

- If you are applying for admissions through an agent, please be sure to include both the name and address of the agent as well as that of the Institution or leading institution to which you are applying.
- If you are sending the transcript to an organization, you will be required to attach a letter indicating the requisite request for your academic transcript by that organization.
- Email version of transcripts will be sent to official email addresses of the Institutions only.
- Official academic transcripts are not sent to individuals or personal addresses.
- We would advise that you file an application early enough whenever such is required to avoid last minute rush to meet up with deadlines.
- Henceforth, all requests for transcript processing are to be forwarded to:
services.alumni@covenantuniversity.edu.ng

If you have need for further information/clarifications please call the Alumni Secretariat line: **08143542978**

Note: To track your transcript for confirmation that it was delivered and received, just go to the site of the courier company we provide through Google and type in the tracking number we gave to you press enter. All the information you need will be displayed.

Thank you.

Signed:

Administrator, CUALA