



Nnamdi Azikiwe University

Making Applications on the Exams and
Records Portal User Manual



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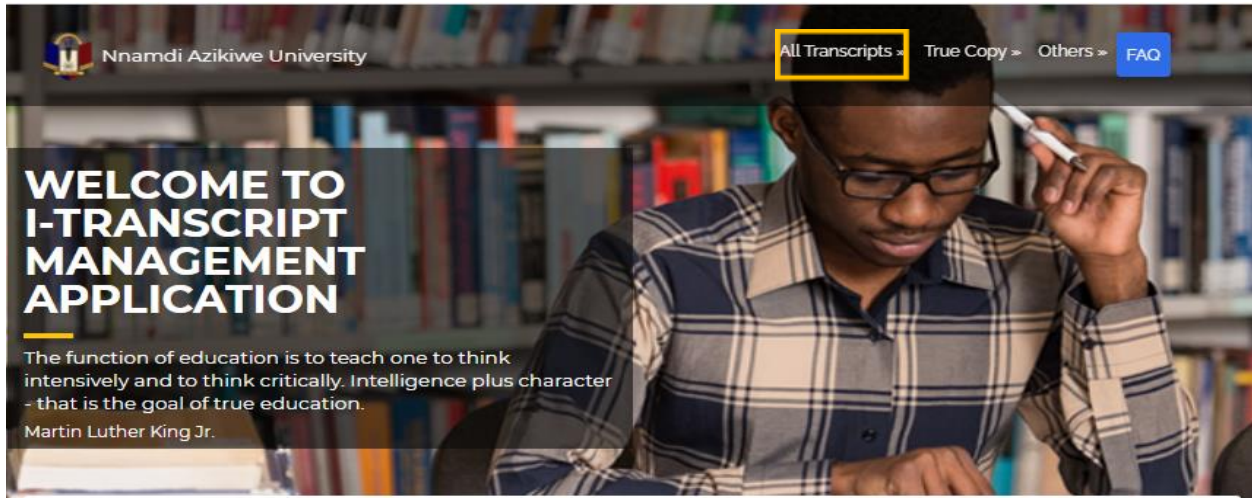
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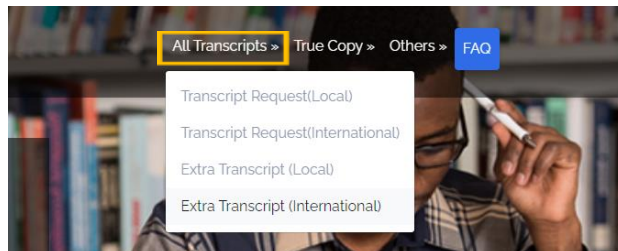
A. Transcript Application

1. How to Apply for Transcripts

- i. Enter the i-Transcript Application address on the URL <https://records.unizik.edu.ng/> and click on enter



- ii. On the menu bar, click on **All Transcripts** to select the transcript destination option you want to apply for. The options; Transcript Request (Local); to be selected if the destination is Nigeria, Transcript Request (International); to be selected if the destination is outside Nigeria, Extra Transcript (Local); this is subsidized if the student has applied before for Nigeria as the destination, and Extra Transcript (International); this is also subsidized if the student has applied before for destination outside Nigeria.



- iii. Select the transcript destination option as outlined above
- iv. Enter your Matriculation number; Ensure to write your Matriculation number in full without your campus. Entry year at the beginning of the Matriculation number should be written in full. Eg. 98364146 should use 1998364146,

Electronic Transcript-Local Request Form

Matric Number

- v. Click **Next**
- vi. Enter your Personal Information in the Personal Information, Academic Information, and Transcript Destination Information. If the Transcript would be

sent via email ensure to select a YES in the **“Send via Email”** response tab. Ensure also to enter a valid email address of the recipient.

1. Personal Information

Surname <input type="text" value="Nwaogu"/>	First Name <input type="text" value="Jason"/>
Other Names <input type="text" value="Chinemerem"/>	Mobile No <input type="text" value="07033693212"/>

- vii. Select the mode of dispatch either via email or not(courier)
- viii. Upload your statement of result or an document that identifies you as a student

Statement Of Result Or Upload Identification letter from department (Pdf Upload Only, Size Should Not Exceed 1Mb)

Choose File

No file chosen

- ix. If the transcript is going to an individual destination; use the first card A, if the transcript is going to an Institution; use the second card B, if the Transcript is going to a Verification Service Provider; use the third card C.

A. Transcript Destination Information (Use this address segment if your transcript is going to where someone lives or an organization is situated)

Receiver's Name <input type="text" value="Enter Destination's Receptients Name"/>	Destination House Number <input type="text" value="Enter House Number"/>
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B. Transcript Destination Information (Use this segment if the transcript is going to an institution)

Institution Address

C. Transcript Destination Information (Use this segment if the transcript is going to a credential verification service provider eg ICAS, WES)

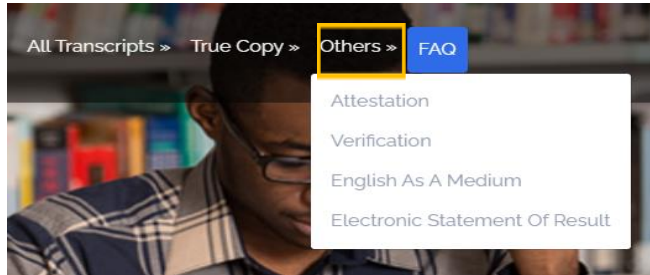
Credential verification service Address

- x. Click on Preview to review your application
- xi. Click on **Submit**
- xii. Click on **“Print Invoice to Pay at the Bank”** if you want to make the payment at the bank



B. How to Apply for Attestation, Verification of Transcript and Result, English Language and Electronic Statement of Result

- i. On the menu bar, click on **Others** to select the type of other documents issued by the Exams and Records



- ii. Enter your Matriculation number; Ensure to write your Matriculation number in full without your campus. Entry year at the beginning of the Matriculation number should be written in full. Eg. 98364146 should use 1998364146,
- iii. Click **Next**

English Language As A Medium-International Request Form

Matric Number

2010364146

Enter your matriculation number. It must be in 8-11 digits only

- iv. Enter your Personal Information in the Personal Information, Academic Information, and Destination Information(for English Language as a Medium of Instruction) If the document would be sent via email ensure to select a YES in the **“Send via Email”** response tab. Ensure also to enter a valid email address of the recipient.

Send Transcript via email? If you select yes, your transcript will be sent via email only if you select no, your transcript will be sent via courier service only

--Select Response--

Yes

No

your transcript will be sent via courier service only

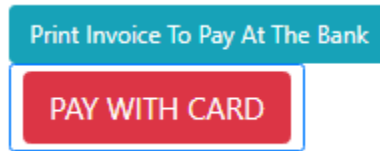
- v. Upload your statement of result or an document that identifies you as a student **Statement Of Result Or Upload Identification letter from department (Pdf Upload Only, Size Should Not Exceed 1Mb)**

Choose File No file chosen

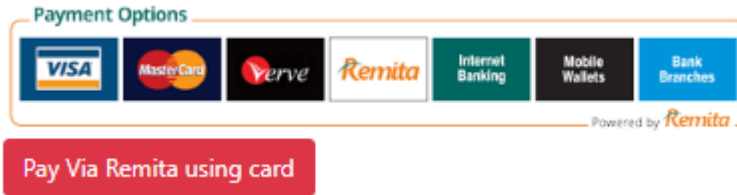
- vi. If the document is going to an individual destination; use the first card A, if the transcript is going to an Institution; use the second card B, if the Transcript is going to a Verification Service Provider; use the third card C.
- vii. Click on **Preview** to review your application



- viii. Click on **Submit**
- ix. Click on **“Print Invoice to Pay at the Bank”** if you want to make the payment at the bank or use Pay with Card to make online payment



- x. Or Click on “Pay with Card” if you want to make the payment via an debit card
- xi. Click on “Pay Via Remita using card” to proceed



- xii. Once you are launched to remita platform, kindly complete the payment by clicking on **submit**
- xiii. Enter your debit card details and click on **pay**
- xiv. Generate receipt by clicking on Generate receipt

C. How to Apply for True Copy of Certificates

- i. On the menu bar, click on **True Copy** to select the destination of the True Copy destination type; True Copy (Local) or True Copy (International). True Copy are replacements of original certificate issued by the school
- ii. Follow steps 2 to 14 of ii to complete the request

D. How to Track All Applications/Request Made in the Exams and Record Portal

- i. Enter your matriculation number through any application type
- ii. Navigation to **“Earlier Request by You”** under **Request Status** to view the current status of the application

Sn	Request Date	Phone Number	Transcript Receiver	Amount	Level	Request Type	Destination Address	Request Status
5	69 months ago	08134092013	ggnmcil@gmail.com	21000.00	Year Five	Electronic Transcript-Local	The Head Admission School of Postgraduate Studies	Payment Confirmed

