



SUMMIT UNIVERSITY, OFFA, KWARA STATE, NIGERIA GUIDELINES FOR APPLICATION OF TRANSCRIPT

1. Write a detailed letter of application for transcript addressed to The Registrar and send it through email to:
registrar@summituniversity.edu.ng
ashimi.rashidat@summituniversity.edu.ng
2. Mention the address of the recipient of the transcript in your email. Is it a student copy only or an official transcript for another institution? Are you sending the transcript by email or by courier?
3. If you are sending your transcript by courier, please note that you are expected to pay additional cost for the courier service. Contact 09038022757 (whatsApp) to find out the cost of courier to your preferred destination.
4. Pay the sum of Ten thousand naira only (₦10, 000.00) into the following account:
Account Number: 2031524030
Account Name: Summit University, Offa
Bank: First Bank
5. Attach proof of payment (receipt) to your email to the Registrar.
6. For further enquiries: 09038022757 (WhatsApp only)

Miss Rashidat Ashimi
For: Registrar