

**UNIVERSITY OF LAGOS  
STUDENTS' RECORDS OFFICE**

**PROCEDURE FOR APPLICATION FOR TRANSCRIPTS /STATEMENT OF RESULTS AND  
OTHER LETTERS.**

- (1). Log on to [www.unilag.edu.ng/transcript.doc](http://www.unilag.edu.ng/transcript.doc) and download the form.
- (2). Fill the attached word format of application form (Typed or Handwritten)
- (3). Pay the relevant fee as detailed below:

**FOR LOCAL PAYMENTS OF PROCESSING FEE**

AMOUNT	BANK	ACCOUNT NUMBER
₦2500	FIRST BANK	2352040000578
₦2500	INTERCONTINENTAL BANK	0207001000001845

*Note: N2,500 covers two Transcripts only  
N2,500/application for other documents*

**FOR FOREIGN PAYMENTS OF PROCESSING FEE – DOMICILARY ACCOUNTS**

AMOUNT	BANK	ACCOUNT NUMBER
\$25 - DOLLARS	FIRST BANK OR INTERCONTINENTAL BANK	SEE PAGES 4-6
£12.50 - POUNDS	FIRST BANK OR INTERCONTINENTAL BANK	SEE PAGES 4-6
€14.50 - EURO	FIRST BANK OR INTERCONTINENTAL BANK	SEE PAGES 4-6

- (4). Scan Teller/ Confirmation of payment as attachment along with the completed Application form to all the e-mail addresses below:
  - [records@unilag.edu.ng](mailto:records@unilag.edu.ng)
  - [unilagrecords@yahoo.co.uk](mailto:unilagrecords@yahoo.co.uk)
  - [unilagrecords@gmail.com](mailto:unilagrecords@gmail.com)
- (5). You will get an acknowledgement notice in your email box. This does not mean your transcript has been processed but that your application is successful. You will later be notified when your request has been processed.
- (6). Postage of Transcript/Statement of results etc. to the address (es).
  - Delivery via Courier is optional but attracts the charges listed below:

DESTINATION	AMOUNT		
	₦ : K	\$	£
Lagos	1,000.00		
Nigeria	2,000.00		
UK	7,000.00	60.00	30.00
Africa	10,000.00	86.00	43.00
USA	10,000.00	86.00	43.00
Canada	16,000.00	140.00	70.00
Western Europe	10,000.00	86.00	43.00
Sweden	10,000.00	86.00	43.00
Asia	13,000.00	112.00	56.00
Middle East	13,000.00	112.00	56.00
West Indies	13,000.00	112.00	56.00

Australia	14,000.00	120.00	60.00
Japan	14,000.00	120.00	60.00
East Europe	14,000.00	120.00	60.00
South America	16,000.00	140.00	70.00
Any country not listed	16,000.00	140.00	70.00

Delivery via Post Office mail

Local [within Nigeria] - N200

Foreign [outside Nigeria] - N400

(7). **Enquiries**

Please call Bunmi, Adebare or Faith on 01-8509585 or 01-7412788.

Within Unilag please call Ext.1031.

**NOTE:**

All applications and payment confirmation are made through e-mail.

No physical appearance will be entertained except by invitation. A copy of the invitation or appointment mail should be produced before access is granted.

Transcript can only be sent to an Academic Institution or a Professional Organisation and not a private or personal address.

***You can only apply for 2 transcripts at the rate of ₦2,500 and not a transcript and a To whom or others.***

Note that Postage fee is different from the Application fee.

It is an offence to submit the same application more than once.



## TRANSCRIPT ACCOUNTS

Please find below the Transcript Accounts opened recently in the underlisted banks:

### FIRST BANK PLC

1. Name: University of Lagos Transcript Account  
Account No: 2352040000578  
(Naira Account)
  
2. Domiciliary Account (GBP)  
Account 2352900729840
  - (i) Correspondent Bank Name: FBN Bank (UK) Limited  
Swift Code: FBN IGB2L  
Sort Code: 405204  
Beneficiary Institution: First Bank of Nigeria Plc. Lagos  
Dom Non-Export GBP  
Account No. 100396-GBP-CLBANK-01  
  
Final Beneficiary: Customers' Name ... University of Lagos.....  
(Field 59) Bank: First Bank of Nigeria Plc.....  
Branch:..... Yaba..... Lagos.....  
Branch/Code:..... 235.....  
Account No: ..... 2352900729840

Please note that payment in Euro and Dollars should be converted to British Pound and credited to our GBP Domiciliary Account.

### INTERCONTINENTAL BANK PLC.

### FOREIGN PAYMENT

#### CITIBANK LONDON ACCOUNT DETAILS FOR GBP PAYMENT

CORRESPONDENT BANK NAME AND ADDRESS:	CITIGROUP N.A. NEWYORK, STREET, NEW YORK 10043
SWIFT CODE:	CITIUS33
ABA NO	021000089
BENEFICIARY BANK NAME AND ADDRESS:	INTERCONTINENTAL BANK PLC
SWIFT CODE;	ICOBNGLA
ACCOUNT NUMBER:	36023765
FURTHER CREDIT PARTY:	(CUSTOMER NAME/ACCOUNT NUMBER)

**CITIBANK NEW YORK ACCOUNT DETAILS FOR USD PAYMENT**

CORRESPONDENT BANK NAME AND ADDRESS:	CITIGROUP CENTRE CANARY WHARF LONDON E14 5LB
SWIFT CODE:	CITIGB2L
IBAN	GB02CITI18500812084147
BENEFICIARY BANK NAME AND ADDRESS:	INTERCONTINENTAL BANK PLC
SWIFT CODE;	ICOBNGLA
ACCOUNT NUMBER:	12084147
FURTHER CREDIT PARTY:	(CUSTOMER NAME/ACCOUNT NUMBER)

**CITIBANK LONDON ACCOUNT DETAILS FOR EUR PAYMENT**

CORRESPONDENT BANK NAME AND ADDRESS:	CITIGROUP CENTRE CANARY WHARF LONDON E14 5LB
SWIFT CODE:	CITIGB2L
IBAN	GB2CITI18500812084139
BENEFICIARY BANK NAME AND ADDRESS:	INTERCONTINENTAL BANK PLC
SWIFT CODE;	ICOBNGLA
ACCOUNT NUMBER:	12084139
FURTHER CREDIT PARTY:	(CUSTOMER NAME/ACCOUNT NUMBER)

**HSBC BANK PLC ACCOUNT DETAILS FOR GBP PAYMENT**

CORRESPONDENT BANK NAME AND ADDRESS:	HSBC BANK PLC 27-32 POULTRY LONDON EC2 PBX
SORT CODE:	40-05-15
BANK SWIFT CODE:	MIDLGB22
ACCOUNT NUMBER:	12084147
BANK NAME:	INTERCONTINENTAL BANK PLC
SWIFT CODE:	ICOBNGLA

**COMMERZ BANK ACCOUNT DETAILS FOR EUR PAYMENT**

CORRESPONDENT BANK NAME AND ADDRESS:	COMMERZ BANK 60261, FRANKFURT AM MAIN FRANFURT GERMANY
BANK SWIFT CODE:	COBADEFF
ACCOUNT NAME:	INTERCONTINENTAL BANK PLC
SWIFT CODE;	ICOBNGLA
ACCOUNT NUMBER:	400880117702EUR
FURTHER CREDIT PARTY:	(CUSTOMER NAME/ACCOUNT NUMBER)

N.B: PLEASE ENSURE THAT THE REMITTER'S INDICATES THE FOLLOWING:

Name: (Surname First)  
Matriculation No:  
Course:  
Year of Graduation:  
Year of Entry: