

## **STEPS FOR REQUESTING FOR A TRANSCRIPT OR ATTESTATION ELECTRONICALLY**

- MAKE PAYMENT FOR THE SERVICE AT THE CASH OFFICE AT THE REGISTRY
- FORWARD A SCAN OR PICTURE OF THE RECEIPT BY MAIL TO [sgstranscript@ug.edu.gh](mailto:sgstranscript@ug.edu.gh)
  
- PROVIDE THE FOLLOWING INFORMATION IN THE MAIL BEFORE SENDING:
  1. NAME
  2. ID NUMBER
  3. COURSE
  4. OPTION (IF ANY)
  5. DEPARTMENT & COLLEGE
  6. YEAR OF ENTRY
  7. YEAR OF COMPLETION
  8. THESIS TITLE (PHD/MPHIL STUDENTS)
  9. CELL PHONE NUMBER
  10. REASON FOR APPLICATION (INTRODUCTORY & ATTESTATION)

STUDENTS WILL BE NOTIFIED TO PICK UP TRANSCRIPT

NB: STUDENTS CAN ALSO REQUEST FOR A TRANSCRIPT ONLINE VIA THE WEBSITE [www.sts.ug.edu.gh/services](http://www.sts.ug.edu.gh/services)

THANK YOU.