

7 August 2024

Ref. No.:

NOTICE ON GRADUATE TRANSCRIPT REQUESTS

This comes to inform the University community that effective **12th August, 2024**, all graduate students who completed from the year 2000 and beyond will be required to apply for transcripts through their **student STS Portal** using the transcript request platform. Only students who completed before the year 2000 are allowed to make their requests by paying at the Cash Office and subsequently sending the scanned receipt to the designated email address: **sgstranscript@ug.edu.gh**. This is to ensure that the transcript provision service is made more efficient.

Applicants should ensure that they have correctly typed the email address to avoid delays in the processing of the requests.

If there are any challenges with complying with this directive, kindly contact the School of Graduate Studies via **sgsgraduation@ug.edu.gh**.

Thank you.



Prof. Robert Darko Osei
Dean

Distribution

All Notice Boards
GRASAG

Cc: Pro Vice-Chancellor, ASA
Registrar
Director, AAD
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