

WELCOME TO THE ONLINE TRANSCRIPT APPLICATION GUIDELINES

The Online Transcript Application is a platform that gives you peace of mind in Transcript Delivery to your applied Location. Using UPS Courier, you are sure to get your Transcript delivered within 48 hours of Application as well as track your Transcript with tracking ID that will be emailed to you at the time of your application.

Below are guides on how to process the Online Transcript Application:

WHAT TO KNOW BEFORE YOU APPLY

Requirements

The following are requirements for the process:

- ⇒ Valid Email
- ⇒ Valid Mobile Number
- ⇒ Valid Contact Address (Please Home Address and not Church Address)
- ⇒ Destination Address(Please note: School's Address, not home's address or office's address)
- ⇒ The last Statement of Result to be uploaded at the point of the registration(formats: .docx, .pdf, note: please do not use .jpg or .png and other picture format, the system will not accept them)
- ⇒ Other supporting document (optional: depending on the dispatched location example Academic Records Request Form/West Form)
- ⇒ Credit/ATM Card for payment option (Optional)
- ⇒ Portal Login details(username and password)
- **STEP 1. VISIT THE SCHOOLS WEBSITE (www.yabatech.edu.ng) CLICK ON Returning/Registered Student**
as shown below;

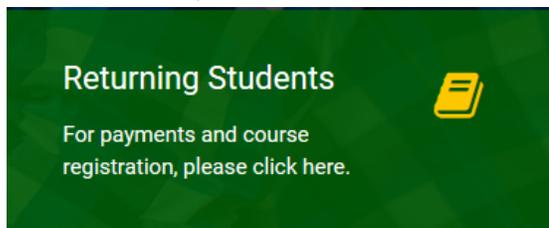


Fig 1.

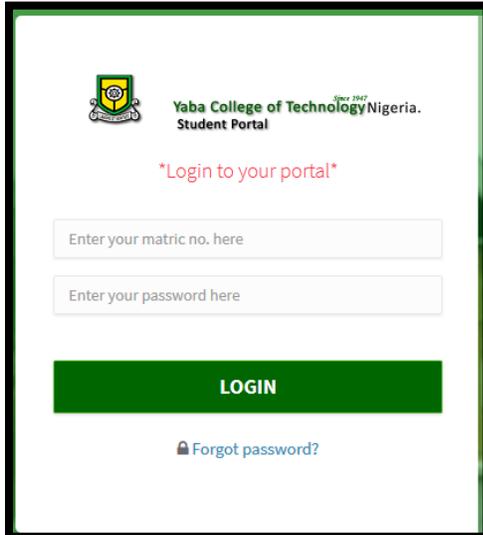
- **STEP2 CLICK ON Other Payments from the list of items;**

Fig. 2

✔ Student Portal

- **STEP 3** Enter your username which is your matric number and your surname as password;

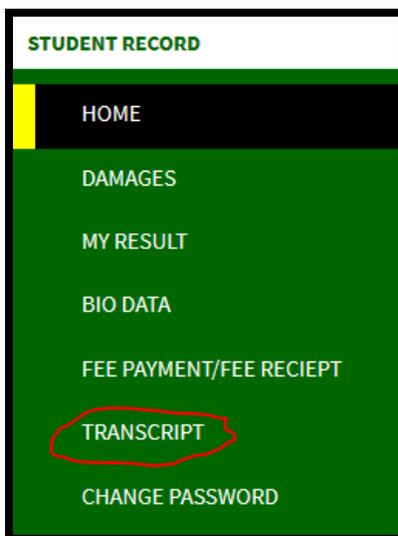
Fig. 3



The screenshot shows the login page for the Yaba College of Technology Nigeria Student Portal. At the top left is the college's logo. To its right, the text reads "Yaba College of Technology Nigeria. Student Portal". Below this, a red instruction says "*Login to your portal*". There are two input fields: "Enter your matric no. here" and "Enter your password here". A prominent green "LOGIN" button is centered below the fields. At the bottom, there is a link for "Forgot password?" with a lock icon.

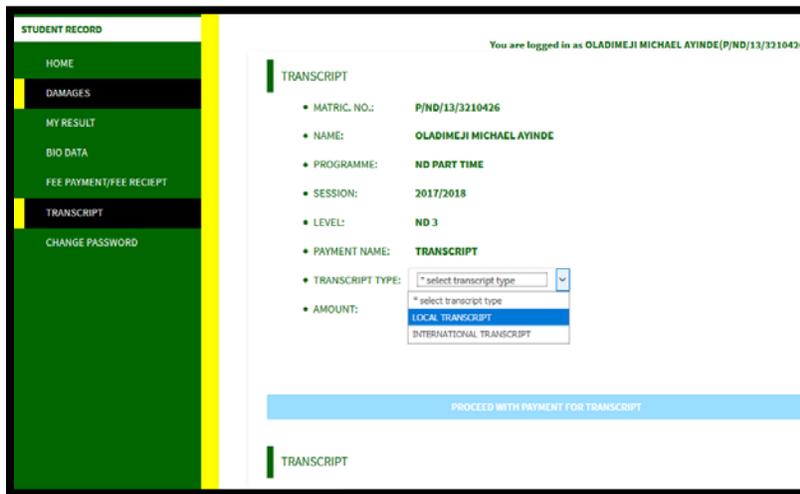
- **STEP 4** FROM YOUR ACCOUNT ON THE SIDEBAR, CLICK ON TRANSCRIPT Button as shown below;

Fig. 4



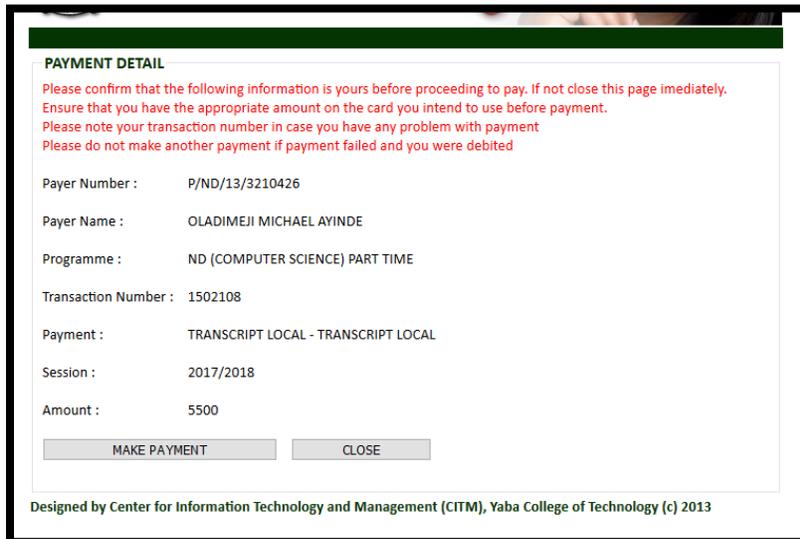
- **STEP 5** Select Transcript Type as shown below and click on PROCESS WITH PAYMENT FOR TRANSCRIPT BUTTON

Fig. 5



- **STEP 6: PREVIEW DETAILS AND CLICK MAKE PAYMENT button as shown below;**

Fig. 6



- **STEP 7: FILL THE DESTINATION DETAILS**

Clicking on **MAKE PAYMENT** will redirect you to a page to select either NIPOST which is the conventional delivery method without tracking ID or UPS , a courier service that get your Transcript delivered to the designated location within shortest possible time as well as tracking ID for tracking your Transcript from pick-up to delivery.

The following are required information to be filled on the Courier Service Page:

- **Courier Type:** (Click on the Dropdown arrow to select either NIPOST or UPS)

- Destination City/Country: (Select the City which is within the Nigeria or the Country which is outside the country)
- Destination School(Provide the Destination School or Organization where the Transcript is to be dispatched)

Fig. 7

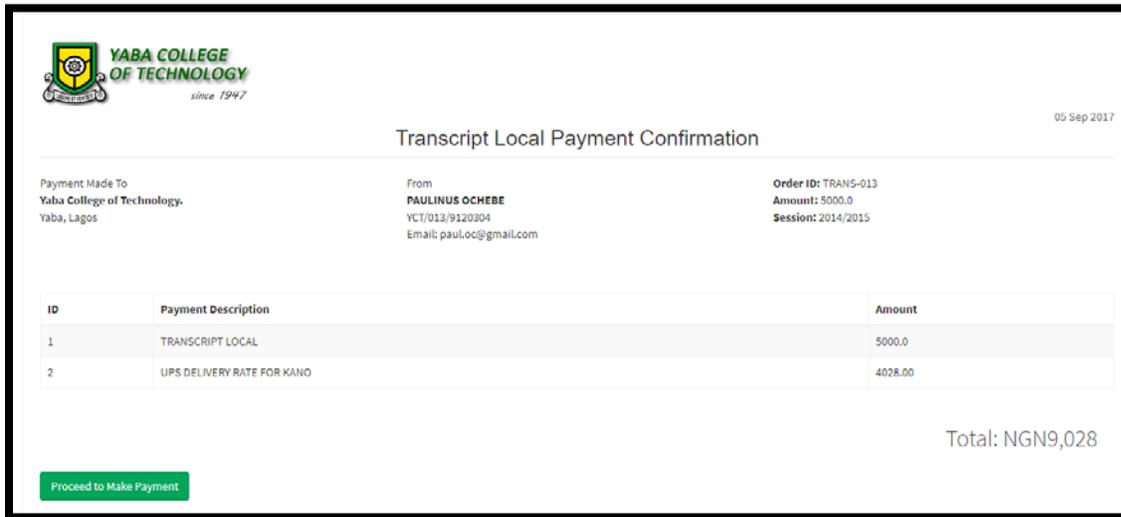
N:B: NIPOST offers normal transcript charge no additional fee is attached to it, but note that your transcripts to get your destination within 30 working days if local and sixty working days if international.

While additional fee is attached to UPS Courier Service based on selected location (Zone) with peace of mind in delivery and assurance of document security in which your document is delivered within three working days for international transcripts and one working day for local transcripts.

- ⇒ Enter the required information such as it is shown in the diagram above and click on **Proceed** button and a page will be displayed that shows the total cost of processing the transcript as it is shown below;

STEP 8 CLICK PROCEED TO MAKE PAYMENT *(The total Amount display is based on the dispatch method selected as well as zone; if NIPOST is selected, there is no additional fee attached to the normal Transcript Fees).*

Fig. 8

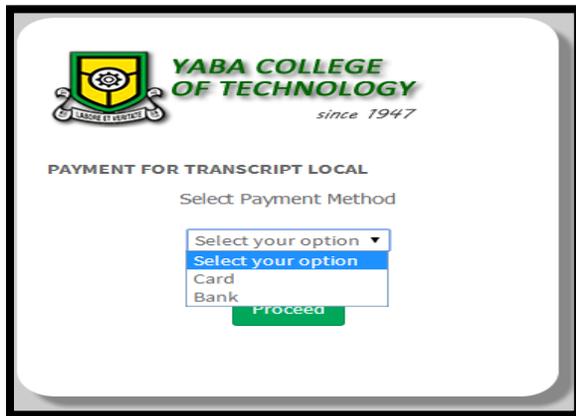


➤ STEP 9 Method of Payment

There are two methods of Payment such as Payment using ATM Card (Online Payment) or Payment make at the designated bank.

- ⇒ When **Proceed to Make Payment** button is clicked as it is shown in Fig.8 above; select payment method page is displayed as it is shown in Fig. 9 below;

Fig. 9



- STEP 10 Selecting Card and click on Proceed button will display below page below with RRR number which is circle with red.

Fig. 10

- Select the necessary option on the **REMITA** payment platform as it is shown in fig. 10 above and click on submit which redirect you to the **YABATECH** School Portal to continue the application if the payment is successful. Then click on the **PAYMENT CONFIRMATION/VALIDATION** link on the School Postal as shown in fig.12.
- Selecting **Bank Payment Method** and click on **Proceed** button will display below a page below with RRR number circles with red. Print out the page, take it to the Designated Bank and make payment using the RRR Number as it is shown in the fig. 11 below;

Fig. 11

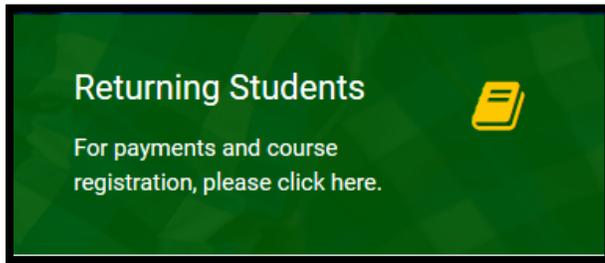
| ID | Payment Type | RRR Number | Description | Transaction Date | Payment Method | Status |
|-----------|------------------|--------------|--------------------------------------|---------------------|----------------|-----------------------------|
| TRANS-013 | TRANSCRIPT LOCAL | 150179598647 | TRANSCRIPT LOCAL FOR PAULINUS OCHEBE | 2017-08-31 13:05:51 | BANK BRANCH | Payment Reference generated |

Payment Methods: Total: NGN9,020

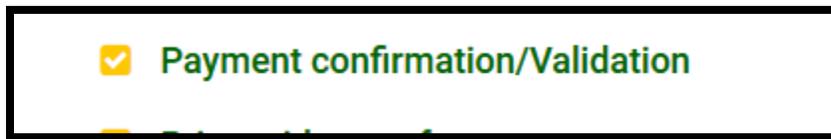
Payment Options:

Print Close

- After payment in the bank, proceed to the Yabatech School Portal, click on **Returning/Registered Student** as shown below;



- the **PAYMENT CONFIRMATION/VALIDATION** link on the School Portal as shown below



- This will display a page as it is shown below, then enter the RRR Number in the text box and click on CONTINUE button

Fig. 12

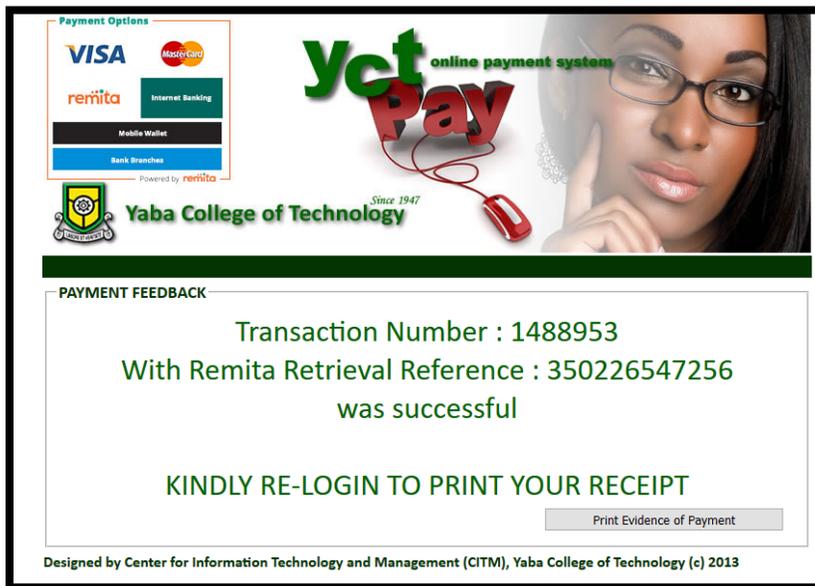
Yaba College of Technology Nigeria.
Since 1947
The first... is still the Best.

Enter Remita Retrieval Reference(RRR) / App Number / Matricnum / TranID:

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to take you to a Payment successful page as shown below;

fig. 13



- Click on the Print Evidence of Payment button. This will take you to a page that shows evidence of payment as shown below;

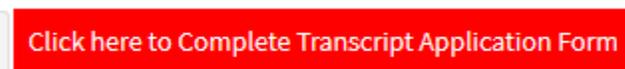
Fig. 14

| ID | Payment Type | RRR Number | Description | Transaction Date | Payment Method | Status |
|---------|------------------|--------------|--|-------------------------|----------------|--------|
| 1488953 | TRANSCRIPT LOCAL | 350226547256 | TRANSCRIPT LOCAL FOR NWOGWUGWU KELECHI CECILIA | 2nd June 2018, 19:29:10 | BRANCH | PAID |

Total: NGN5,500

Print [Click here to Complete Transcript Application Form](#)

- Click on the Click here to Complete Transcript Application Form button



This will display a page below for you to enter your RRR number;

- **Step 11: ENTER THE REMITTA NUMBER GENERATED DURING THE PAYMENT AND CLICK ON THE SUBMIT BUTTON**

Fig. 15

Step 12: FILL IN THE e-Transcript Application Form and click on SAVE&NEXT Button as shown in fig.14 below;

Fig. 16

Step 13:

- ⇒ Upload **Statement of Result** (Compulsory)
- ⇒ **Academic Records Request Form** (optional)

Note: The uploaded documents should be in .pdf or .docx formats. Please do not upload any document that is not in the above mentioned formats.

Fig. 17

Yaba College of Technology

Welcome CHUKUWENDU

1 2 3

Graduation Details

Upload Statement of Result *
 Choose File ADDITION...HT docx
 1504179383OLIE.docx

Upload Academic Records Request Form* **Optional**
 Choose File SPECIAL...DIT docx
 1504179411OLIE.docx

Matric No *
 P1999/3420174

Year of Graduation*
 2014

Programme Undertaken*
 HND

Next

- Step 14: Click on **NEXT** button to generate the print out with tracking number as shown in Fig.16 below;

Fig. 18

YABA COLLEGE OF TECHNOLOGY
 since 1947

e-Transcript Application

Personal Details

| | | | |
|-----------------|--|-------------|---------------|
| Application No: | YCT-TRNSCR-1700006 | | |
| Firstname: | CHUKUWENDU | Middlename: | SYLVANUS |
| Surname: | OLIE | Sex: | Male |
| Date Of Birth: | 05/12/1987 | Mobile No: | 2347030331987 |
| Address: | No. 20 Agbedor Street Fadeyi, Shomolu, Lagos State | | |

Course Details

| | | | |
|---------------------|------|------------|---------------|
| Programme: | HND | Matric No: | P1999/3420174 |
| Year Of Graduation: | 2014 | | |

QR Code: Scan Me

Your e-Transcript Was Successful. Your Tracking No is: YCT-TRNSCR-1700006
[Print](#) | [Close](#)

For enquiry concerning the Online Transcript Application, please call 08033039692 Mondays to Fridays between 9:00am and 5:00pm.