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 (<u>www.yabatech.edu.ng</u>) CLICK ON Returning/Registered Student

as shown below;



Fig 1.

> STEP2 CLICK ON Other Payments from the list of items;



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

Fig. 3

Yaba College of Technology Nigeria. Student Portal *Login to your portal*	
Enter your matric no. here	
Enter your password here	
LOGIN	
Forgot password?	

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

Fig. 4

STUDENT RECORD
НОМЕ
DAMAGES
MY RESULT
BIO DATA
FEE PAYMENT/FEE RECIEPT
TRANSCRIPT
CHANGE PASSWORD

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

STU	DENT RECORD	You are logged in as OLADIME II MICHAEL AVINDE/PIND/12/2210426
	HOME DAMAGES MY RESULT BIO DATA FEE PAYMENT/FEE RECIEPT TRANSCRIPT CHANGE PASSWORD	TRANSCRIPT MATRIC. NO.: P/N0/13/3210426 NAME: OLADIMEJI MICHAEL AVINDE PROGRAMME: ND PART TIME SESSION: 2017/2018 LEVEL: ND 3 PAYMENT NAME: TRANSCRIPT * TRANSCRIPT TYPE: * select transcript type: * AMOUNT: * select transcript type: * OCAL TRANSCRIPT * select transcript type:
		PROCEED WITH PAYMENT FOR TRANSCRIPT
		TRANSCRIPT

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

Fig. 6

PAYMENT DETAIL			
Please confirm that th Ensure that you have t Please note your trans Please do not make ar	e following information is yours before proceeding to pay. If not close this page imediately. the appropriate amount on the card you intend to use before payment. action number in case you have any problem with payment iother payment if payment failed and you were debited		
Payer Number :	P/ND/13/3210426		
Payer Name :	OLADIMEJI MICHAEL AYINDE		
Programme :	ND (COMPUTER SCIENCE) PART TIME		
Transaction Number :	1502108		
Payment :	TRANSCRIPT LOCAL - TRANSCRIPT LOCAL		
Session :	2017/2018		
Amount :	5500		
MAKE PAY	MENT CLOSE		

> 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

YABA COLL	EGE
COF TECHNI	DLOGY since 1947
Complete Transcript Destina	tion Details
Courier Type:	Select your option *
Destination City/Country:	Select Destination City/Country *
Destination School Name:	
Destination School Address:	
NIPOST Proceed	DS

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).

VAB. OF T	A COLLEGE ECHNOLOGY since 1947	Transcript Local Payment	Confirmation	05 Sep 2017
Payment Made To Yaba College of Tech Yaba, Lagos	mology.	From FAULINUS OCHEBE VCT/013/9120304 Email: paul.oc@gmail.com	Order ID: TRANS-0 Amount: 5000.0 Session: 2014/2011	13
ID	Payment Description			Amount
1	TRANSCRIPT LOCAL			5000.0
2	UPS DELIVERY RATE FOR KANO			4028.00
Proceed to Make Pa	ayment			Total: NGN9,028

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.

remita	ABOUT REMITA MOBILE	DEVELOPERS SIGNIN SIGNUP
Pay a Biller		
PAY ONCE 😿 RECURRING P	AYMENT PAY E-INVOICE	-
remita YABA	COLLEGE OF TECHNOLOGY - 1000082	
REMITA RETRIEVAL REFERENCE (RRR) *		
Amount Payable : N 9,020.00 Beneficiary : YABA COLLEGE OF TECHNOL	DGY - 1000082	
PAYER'S NAME * PAULINUS OCHEBE		
PAYER'S PHONE *	PAYER'S EMAIL *	
U - 0803 415 8429	paul.oc@gmail.com	
HOW DO YOU WANT TO PAY? *		
Please select how you want to pay	•	
SUBMIT]	

- 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

PAR OF	BA COLLEGE TECHNOLOGY since 1947		Transcript Local	Invoice Printout		31 Aug 2017
Payment Made To Yaba College of T Yaba, Lagos	echnology.		From PAULINUS OCHEBE VCT/021/3220304 Email: paul.oc@gmail.com		Invoice ID: 310817130549 Order ID: TRANS-013 Amount: 9020 Session: 2014/2015	
ID	Payment Type	RRR Number	Description	Transaction Date	Payment Method	Status
TRANS-013	TRANSCRIPT LOCAL	150179593647	TRANSCRIPT LOCAL FOR PAULINUS OCHEBE	2017-08-31 13:05:51	BANK BRANCH	Payment Reference generated
Payment Me Payment Optio	thods:	ret Node Bisk				Total: NGN9,020
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 Postal 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



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



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

Yaba College of Technology	> Support > Contact Us C+2349075014150 Office HOME ABOUT YTRANSCRIPT APPLICATION GUILDLINES FAQS SUPPORT
Verify Payment RRR code(yTranscript)	
1 2 3 Please ensure that you have completed payments for transcorrecting. Enter Remita RRR Code*	ript on Yabatech Portal and obtained a payment receipt before

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

Fig. 16

Yaba College of	energies 2 descent 2 desce
Welcome CHUKUWEN	DU (eTranscript Application Formi)
0-2	
Please fill your details careful	ly.
Surname *	Firstname*
OLIE	CHUKUWENDU
Widdhearen	E
SYLVANUS	svivastir2008@vatoo.com
Mobile No *	Sex.*
2347030331907	Male 🔻
Date of birth *	Contact Address *
05/12/1907	No. 20 Agbedor Street Fadeyi, S
	Programme Details
	School*
	SCHOOL MANAGEMENT & .
	Department ⁴
	BANIONG AND FINANCE
	Save & Hext

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.

Yaba College of Technology	 Support - Constantin - Scientification Office IOMA - ADDIT TEMPORT - APPLICATION CONSIGNING - EAGS - SUPPORT
Welcome CHUKUWENDU	
Graduation Details	
Upload Statement of Result * [Choose File] ADDITIONVIT.dock 1504179383OLIE.docx	Upload Academic Records Request Form* Optional Chrose Fig 344CAL, Of Accc 15041794110UE.docx
Matric No • P1999/3420174	Year of Graduation*
Programme Undertaken*	
-	

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

Fig. 18

	e-	YABA COLLEGE OF TECHNOLOGY since 1947 Transcript Application	7
Personal Details			
Application No:	YCT-TRNSCR-1700005		
Firstname	CHUKUWENDU	Middlename	SYLVANUS
Surname	OLIE	Sex	Male
Date Of Birth	05/12/1987	Mobile No	2347030331967
Address	No. 20 Agbedor Street Fa	ideyi, Shomolu, Lagos State	
Programme Year Of Graduation	HND 2014	Matric No	P1999/3420174
		Scan Me	
Your e-Transcri	ipt Was Successfu	ul. Your Tracking No	o 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.