



# NATIONAL OPEN UNIVERSITY OF NIGERIA

## REQUEST FOR ACADEMIC RECORDS

(For the use of Applicants Seeking Credit transfer to NOUN)



**Note to Applicant:** It is the responsibility of individual applicants to have their academic records forwarded to National Open University of Nigeria. Please complete the top part of this form and submit it to the Registrar or other authorised official at the academic institution where you obtained your credential(s). Print additional copies of this form if necessary. Please note that some institutions may charge a fee for this service.

		NOUN Ref# (for official use only)
Last Name	First/Given Name	
Previous Name (If applicable)	Date of Birth (dd/mm/yyyy)	Email
		Phone
Institution Name	Date Attended	
	From ..... To ..... (mm/yyyy) (mm/yyyy)	
Degree Name (If Applicable)	Year of Award (If applicable)	Major
Student Matriculation Number at Sending Institution		

I hereby authorise the release of my academic records to National Open University of Nigeria.

Applicant's Signature ..... Date: .....

**Note to Authorised Official:** The above-named person seeks to have his/her credentials evaluated and requests that a transcript of his/her academic records/statement of marks showing all subjects completed and all grades/marks awarded for all years of study be released to the National Open University of Nigeria. Please complete this form, place the form and academic record in an envelope, sign and seal the envelope across the back flap, and send it directly to the Registrar, National Open University of Nigeria at the address below:

Name of Official Completing the Form (Please type or print)		Title
Address		
City	Country	Postal Code
Telephone	Fax	
Email	URL www.	

**Confirmation:** I confirm that the student named above attended .....

Institution's Name

Dates of attendance from ..... to .....  
Month/Yr Month/yr

Degree obtained (if applicable) .....  
Name of Degree Date Awarded (Month/yr)

..... Authorised  
Signature and SEAL Date

Yes, the applicant's academic transcript/statement of marks is attached to this form

**By Mail:**  
The Registrar  
National Open University of Nigeria  
Plot 91, Cadastral Zone  
Nnamdi Azikiwe Expressway  
Jabi, Abuja, FCT

**By electronic Mail**  
[academicoffice@noun.edu.ng](mailto:academicoffice@noun.edu.ng) University Village