



AUCHI POLYTECHNIC

Graduate Document Services Portal

APPLICATION GUIDE



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Official Graduate Document Application Handbook

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This document provides official guidance for Transcript Applications and Certificate Requests through the Auchi Polytechnic Graduate Document Services Portal.



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Introduction

Welcome to the Graduate Document Services of Auchi Polytechnic.

Graduate document services are provided through two online portals: the E-Transcript Portal, for Academic Transcript applications, and the Graduate Certificate Request Portal, for Certificate Request, Statement of Result, Verification and Attestation Letter services. Both allow you to apply and follow your request online without visiting the institution physically.

Please read this guide carefully before you begin. It explains the requirements, payment process, processing stages and other useful information that will help you complete a successful application.

Eligibility

- Graduates and former students of Auchi Polytechnic (ND, HND and Post HND).
- Current students who need a transcript for internships, scholarships, transfers or similar purposes (Transcript Portal).
- Authorized representatives, where proxy collection is permitted (Certificate Portal).
- Institutions and organizations requesting verification of graduate records, where applicable.
- Applicants whose records can be matched to the details and documents they supply.
- Applicants who provide genuine information.

Before You Apply

- Full Name exactly as stated on your Notification of Result
- Matriculation Number (ND, HND and/or Post HND, as applicable) - be exact
- Programme (ND, HND or Post HND) and Mode of Study (Morning, Evening, ODFeL or Post HND)
- Year/Session of Entry and Year/Session of Graduation
- School, Department and Course of Study at the time of graduation
- Valid Email Address
- Active Phone Number
- Passport Photograph
- Notification of Result / Statement of Result in PDF format
- Original Certificate in PDF format
- Destination details for transcripts: country, official postal address and official email address of the



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receiving institution or organization

- Means of online payment and proof of payment (receipt)
- Stable Internet Connection

Ensure every piece of information supplied is correct before submitting your application. Incorrect information may delay processing or make the application unsuccessful. The transcript application form includes Save Draft and Load Draft options so you can complete it in stages.

Also note that an application that remains unpaid for more than two weeks is automatically cleared from the system

Transcript Application

Transcript Application is available on the E-Transcript Portal and enables graduates to request official academic transcripts for admission, employment, assessment, evaluation or harmonization. The official transcript is sent by Auchi Polytechnic directly to the receiving institution or organization.

Application Steps

- 1. Open the E-Transcript Portal and click Apply For Transcript.
- 2. Fill in your personal details: name, email, programme (ND, HND or Post HND), mode of study, matriculation number, entry and graduation sessions, school, department and course of study.
- 3. Enter your phone number, gender and the purpose of the transcript.
- 4. Upload your Notification of Result and Original Certificate (PDF only) for each programme you completed.
- 5. Provide destination details: country, postal address and the official destination email address.
- 6. Upload your passport photograph.
- 7. Review your application, then submit it.
- 8. Proceed to the payment page and complete payment promptly.
- 9. Log in to the Applicant Dashboard to follow your application status and take any further action required.
- 10. Once your transcript is verified, preview and download your student copy from the dashboard.

Required Information

- Full Name (as on Notification of Result)
- Matriculation Number(s)
- Programme and Mode of Study



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- Entry and Graduation Sessions
 - School, Department and Course of Study
 - Notification of Result / Statement of Result (PDF)
 - Original Certificate (PDF)
 - Passport Photograph
 - Destination Country, Postal Address and Official Email Address
 - Valid Email Address and Phone Number
 - Transcript Application Fee (amount shown on the payment page)

Certificate Request

The Graduate Certificate Request Portal enables graduates to request the collection or replacement of an official certificate, a Statement of Result, verification of graduate records, and an Attestation Letter confirming graduation status.

Application Steps

- 1. Open the Certificate Request Portal and click Request Certificate (or Applicant Login if you already have an account).
- 2. Log in to your applicant account.
- 3. Choose the type of request you need.
- 4. Enter your graduate information exactly as it appears in your institutional records.
- 5. Upload the required supporting documents.
- 6. Select your preferred collection option and, where applicable, provide proxy authorization and proxy information.
- 7. Review and submit your request.
- 8. Complete any required payment.
- 9. Note the Tracking ID assigned to your request.
- 10. Track your request through verification, processing and approval until it is ready for collection.

Required Documents

- Passport Photograph
- Proof of Payment
- Clearance Document (where applicable)
- Identification (where required)
- Authorization and Proxy Information (only where someone else will collect)



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- Supporting Documents

Payment Information

Application fees are paid to the Auchi Polytechnic Federal Government TSA Account through the payment process provided on the portal. The amount payable is shown on the payment page.

Fees are non-refundable. Confirm all your details before making payment, as no refund will be issued after payment.

Applications are processed only after successful payment verification.

Transcript applications without payment after two weeks are automatically deleted from the system, so please pay immediately after submitting your application.

Keep your payment receipt for future reference. If your payment is not reflecting, use the support options on the portal.

Application Processing Stages

- 1. Application Submitted
- 2. Awaiting Payment
- 3. Payment Verified
- 4. Document Verification
- 5. Application Under Review
- 6. Approved
- 7. Processing
- 8. Ready
- 9. Completed

Tracking Your Application

Transcript applications: log in to the Applicant Dashboard on the E-Transcript Portal to see your application status and any further action required.

Certificate requests: every submitted request is assigned a unique Tracking ID, which you can use to follow



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the progress of your request after logging in to the Certificate Request Portal.

Keep your login details and Tracking ID safe.

Collection & Delivery

- Transcripts: sent by Auchi Polytechnic directly to the official email or postal address of the receiving institution or organization you provided.
- Transcripts: a student copy (marked "Student Copy - Not Certified") can be previewed and downloaded from your dashboard once the transcript is verified.
- Certificates: collected according to the collection option you selected during your request.
- Certificates: authorized proxy collection, where permitted, with the required authorization and proxy information supplied during the request.

Frequently Asked Questions

Q: Who can apply for a transcript?

A: Current students, alumni and former students of Auchi Polytechnic.

Q: Can I track my application?

A: Yes. Transcript applicants can follow their status from the Applicant Dashboard. Every certificate request receives a unique Tracking ID.

Q: Who receives my transcript?

A: The verified transcript is sent by Auchi Polytechnic directly to the official email or postal address of the institution or organization you provided. You can also download a student copy, which is marked as not certified, once it is verified.

Do not enter your personal email address as the destination unless the institution specifically permits it.

Q: Can I apply now and pay later?

A: It is strongly advised to pay immediately after applying. A transcript application left unpaid for more than two weeks is automatically deleted from the system.

Q: Is the application fee refundable?



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A: No. Fees are non-refundable, so confirm all details before making payment.

Q: What happens if payment fails or does not reflect?

A: Log in to your dashboard and try again or, if you have already paid, use the support options on the portal to report the payment.

Q: How do I know my application has been approved?

A: Check your dashboard for status updates.

Q: How long does processing take?

A: Processing depends on verification requirements and the status of your institutional records.

Q: Can someone collect my certificate on my behalf?

A: Where proxy collection is permitted, you must provide the required authorization and proxy information during your request.

Q: Who should I contact for assistance?

A: Use the Auchi Transcript Assistant on the E-Transcript Portal, or contact the MIS Directorate or Graduate Affairs Office using the details in the Support section.

Support

Office: MIS Directorate

Department: Exams & Records / Certificate

Email: support@auchipoly.edu.ng

Phone: +234 XXX XXX XXXX

Address: Auchi Polytechnic, PMB 13, Auchi, Edo State, Nigeria

Working Hours: Monday - Friday (8:00 AM - 4:00 PM)

Applicants are advised to keep their Tracking ID and payment receipt safely until their request has been completed.