



AUCHI POLYTECHNIC

Graduate Document Services Portal

APPLICATION GUIDE



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Official Graduate Document Application Handbook

Version 1.0.0

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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 Portal of Auchi Polytechnic.

The Graduate Document Services Portal enables graduates to conveniently apply online for Academic Transcript Services and Certificate Request Services without visiting the institution physically.

Applicants are encouraged to carefully read this guide before beginning an application. This guide explains the application requirements, payment process, processing stages and other useful information that will assist applicants in completing successful applications.

Eligibility

- Graduates of Auchi Polytechnic.
- Authorized representatives where permitted.
- Institutions requesting document verification where applicable.
- Applicants with complete academic records.
- Applicants who provide genuine information.

Before You Apply

- Matriculation Number
- Full Name
- Department
- Programme
- Graduation Session
- Valid Email Address
- Active Phone Number
- Passport Photograph
- Means of Payment
- Internet Connection
- Supporting Documents

Ensure every information supplied is correct before submitting your application. Incorrect information may delay processing.

Transcript Application



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Transcript Application enables graduates to request official academic transcripts for employment, admission, professional evaluation, immigration or any other approved purpose.

Application Steps

- 1. Login to your applicant account.
- 2. Select Transcript Application.
- 3. Complete the application form.
- 4. Provide destination information.
- 5. Upload required documents.
- 6. Review your application.
- 7. Submit application.
- 8. Complete payment.
- 9. Receive Tracking ID.
- 10. Monitor application progress.

Required Information

- Full Name
- Matriculation Number
- Department
- Programme
- Graduation Session
- Destination Institution
- Destination Address
- Valid Email Address
- Phone Number

Certificate Request

Certificate Request enables graduates to request certificate collection, certificate delivery, certificate verification and other approved certificate services.

Application Steps

- 1. Login to your account.
- 2. Select Certificate Request.
- 3. Choose Request Type.



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- 4. Provide required information.
 - 5. Upload supporting documents.
 - 6. Review your application.
 - 7. Submit application.
 - 8. Complete payment.
 - 9. Receive Tracking ID.
 - 10. Track application progress.

Required Documents

- Passport Photograph
- Payment Receipt
- Clearance Document (where applicable)
- Identification (where required)
- Supporting Documents

Payment Information

Payments must be made through the approved payment gateway provided by the institution.

Applications are processed only after successful payment verification.

Applicants should keep their payment receipts for future reference.

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



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Every successful application receives a unique Tracking ID.

Applicants should keep this Tracking ID safely.

The Tracking ID can be used to monitor application progress through the Applicant Dashboard.

Collection & Delivery

- Institution Collection
- Courier Delivery
- Official Dispatch
- Authorized Collection (where approved)

Frequently Asked Questions

Q: Can I track my application?

A: Yes. Every successful application receives a Tracking ID.

Q: Can I edit my application?

A: Applications may only be edited before processing begins.

Q: Can I cancel my application?

A: Applications may be cancelled before approval.

Q: What happens if payment fails?

A: Simply log in and complete payment again.

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

A: Notifications will be sent through your dashboard and email.

Q: How long does processing take?

A: Processing depends on verification requirements and institutional workload.

Q: Can someone collect my certificate on my behalf?

A: Yes, subject to the institution's approval requirements.

Q: Who should I contact for assistance?

A: Please contact the MIS Directorate or Graduate Affairs Office.



Support

Office: MIS Directorate

Department: Graduate Document Services

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.