1. All Graduates intending to apply for Transcript Should visit https://itranscript.aaua.edu.ng and carefully read the popup message for Application Procedure.



STEPS FOR TRANSCRIPT APPLICATION ✕

TO MAKE A TRANSCRIPT APPLICATION
1. Login to the AAUA Itranscript page https://itranscript.aaua.edu.ng
2. Upon your first visit to the platform, if your admission year is from 2012 to date, you can kindly click on Apply Now and Log in with your matriculation number and your surname then you will be prompted to update your profiles (i.e your email, phone number and your start session and end session).But if your academic session is before 2012, kindly click on Apply Now. Then Register (New User) and Complete the Registration form.
3. For users with academic session before 2012, You will be requested to provide your matriculation number which will serve as your Itranscript user name on the AAUA Itranscript portal.
4. Please, complete the form accurately, providing your personal details, password, Faculty, Department, and transcript degree requesting for. Then click on Register to proceed.
(Please, note that it is important you provide a valid email address and complete information. These would be used by the AAUA Itranscript platform to send status alerts of your application to you.)
5. Login to Your User Dashboard using your Matriculation Number as Username and your Surname as password. Click on "Apply for New Transcript" for transcript application.
6. Next you will be requested to provide the information of the Institution you want to send the transcript to. (Please be careful to provide correct information about your intended Institution Name, Full address of institution (with P.M.B), faculty, and department, Programme you have applied for and academic session.(Ensure that your information are detailed and accurate). Then you click on "APPLY".
7. A preview of your profile information provided will be display, please, do confirm your information before clicking on the "MAKE PAYMENT" button
8. You will be directed to the Remita Payment-Gateway for you to generate your Remita RRR:
(i) You can pay directly online through (remita.net) using your RRR generated OR
(ii) You can also pay through any of the BankOutLet.
(ii)a. If payment is made through Bank then you would be requested to Confirm the payment by Clicking on "Confirm Payment Link" on itranscript User Dashboard.)
(ii)b. Type in your Transaction Order ID and your RRR generated, these can be found on your view invoice generated payment

2. For Graduates from academic 2012/2013 till date Click on "APPLY NOW" and login with your matriculation number and your surname then update your profile, but Graduates before this academic session and whose matric number is not on our new portal should please click on "Register(New User)" for Application Registration
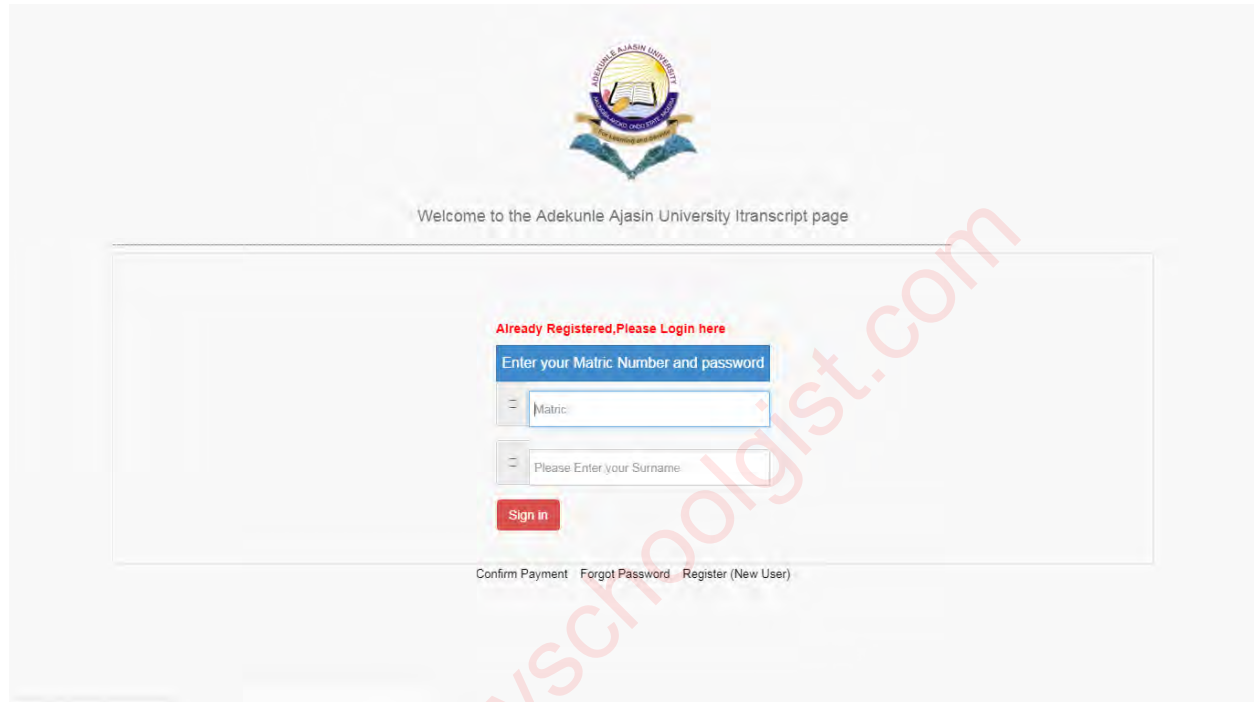


3. ITranscript Applicants withacademic sessions before 2012/2013are expected to carefully provide the information as required in the form and then Login to their ITranscriptUser Dashboard

Welcome to the Adekunle Ajasin University Itranscript page

SECTION A

**Please Fill Details To Register**

Surname: (Last Name)

Surname

Middle Name:

Middle Name

First Name:

First Name

Matriculation Number:

Matriculation Number

Telephone Number:

+234-8050302225

4. To apply for Transcript Using Itranscript Platform, the Applicants are to click on Apply for New Transcript and complete the information of the University requesting for Transcript.

5. For our Payment System (REMITA). Kindly click on "Make Payment (REMITA)" then you will be redirected to generate a Remita Code (RRR) which will be used to pay in any Bank on Remita Platform" or you can also visit Remita Online for Inline payment https://remita.net.

You can generate RRR either for your Student copy or Original copy. (Note that the student copy is only available online for academic session from 2012/2013 and above or for any one on our new portal and should not be used for any official purpose.)

6. The Remita RRR generated can be viewed and downloaded under the "View Generated Invoices"

7.  After your Payment is made, you are requested to confirm the payment on your itranscript Payment dashboard providing your RRR code and your Transaction ID on your Invoice.

8.  You can print or download your payment details for each transcript applied for

9. Applicants will receive a feedback on their User Dashboard and email address provided, Indicating if their Payments are Successful or Unsuccessful.



10. To Track Your Transcript. Login to Your User Dashboard and Click on "Transcript Page" and then "Track Now". To get your TRACKID for each Transcript applied check your Payment Detail

Welcome to the Adekunle Ajasin University Itranscript page

**Already Registered,Please Login here**

Enter your Track ID and password

🔒 TRACK ID

👤 050404044

**TRACK NOW**

Forgot Password

11.Applicants can Track the movement/status of their Transcript.



**AAUA | ITRANSCRIPT**

check mail ☑ ∨   TRACK ⊟ ∨   Welcome: 050404040 👤 ∨

**WELCOME**
● Online

- 🏠 Dashboard
- ✏ Transcript Page    **5** ‹
- ⊞ Make Payment(BANKIT) ‹
- ⊞ Confirm Payment ‹
- ⚠ Apply for New Transcript ‹
- ⊞ Transcript history
- ⊞ Payment Detail
- ⊞ FAQ
- ⊞ Contact Us ‹
- ⧠ Quick links    **2** ‹
- ➔ Logout Page

**USER TRANSCRIPT Page**

**TRACK TRANSCRIPT**

**PAYMENT CONFIRMATION**
☑ PAYMENT THROUGH ETRANZACT
YOUR PAYMENT WAS SUCCESSFUL FOR TRANSCRIPT PROCESSING

**EXAMS AND RECORDS**
YOUR TRANSCRIPT IS CURRENTLY UNDER PROCESSING.

**TRANSCRIPT VERIFICATION**
YOUR TRANSCRIPT IS CURRENTLY UNDER VERIFICATION.

**FINAL TRANSCRIPT PROCESSING**

12. Track status Before Final Transcript Processing and Courier Service Delivery



13. Track Status after Final Transcript Processing and Courier Service Delivery



For any enquiry, please send mail to itranscript@aaua.edu.ng or visit the Examination and Record office of the University.