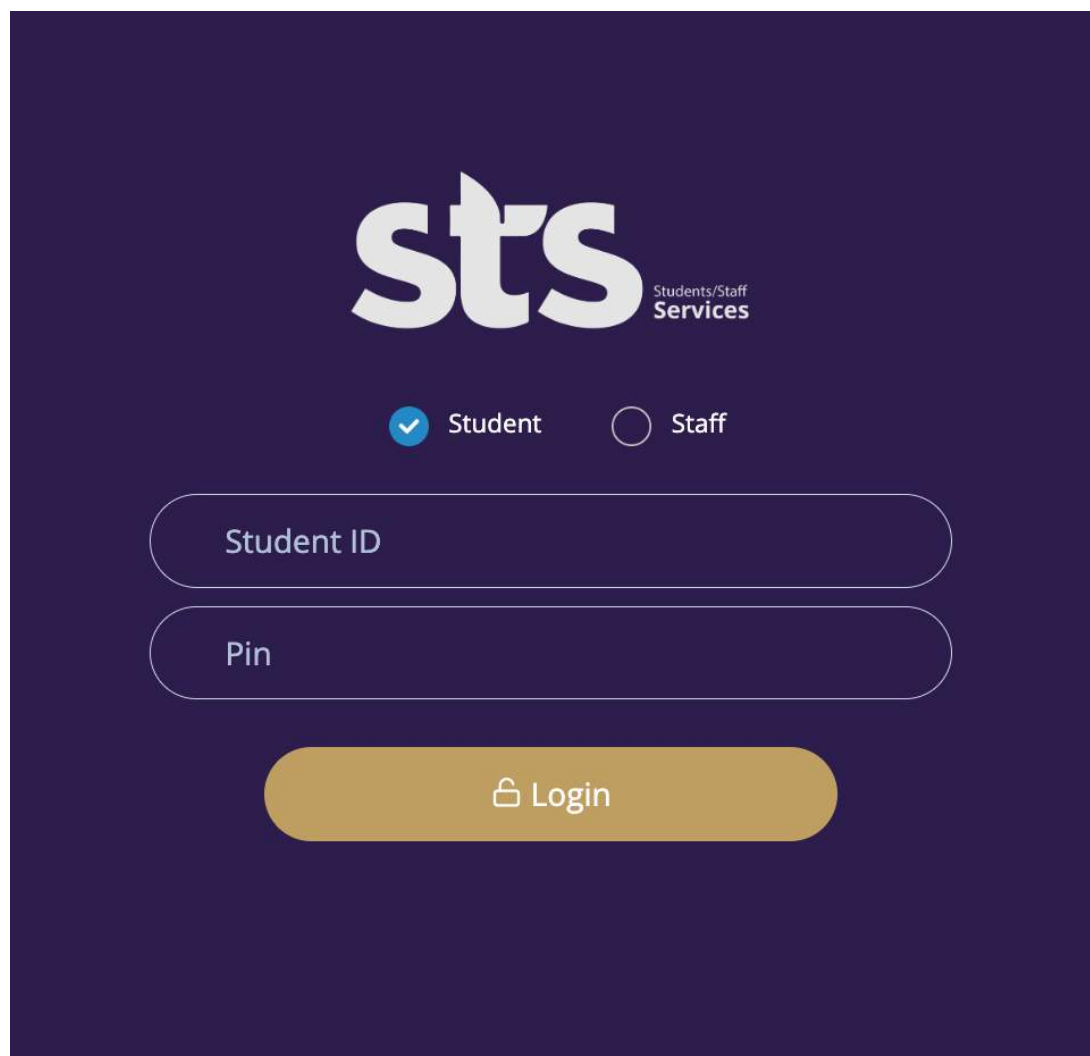




University of Ghana Transcript Request System



Login In

Visit the Students/Staff Services portal via the link below

<https://sts.ug.edu.gh/services/login>

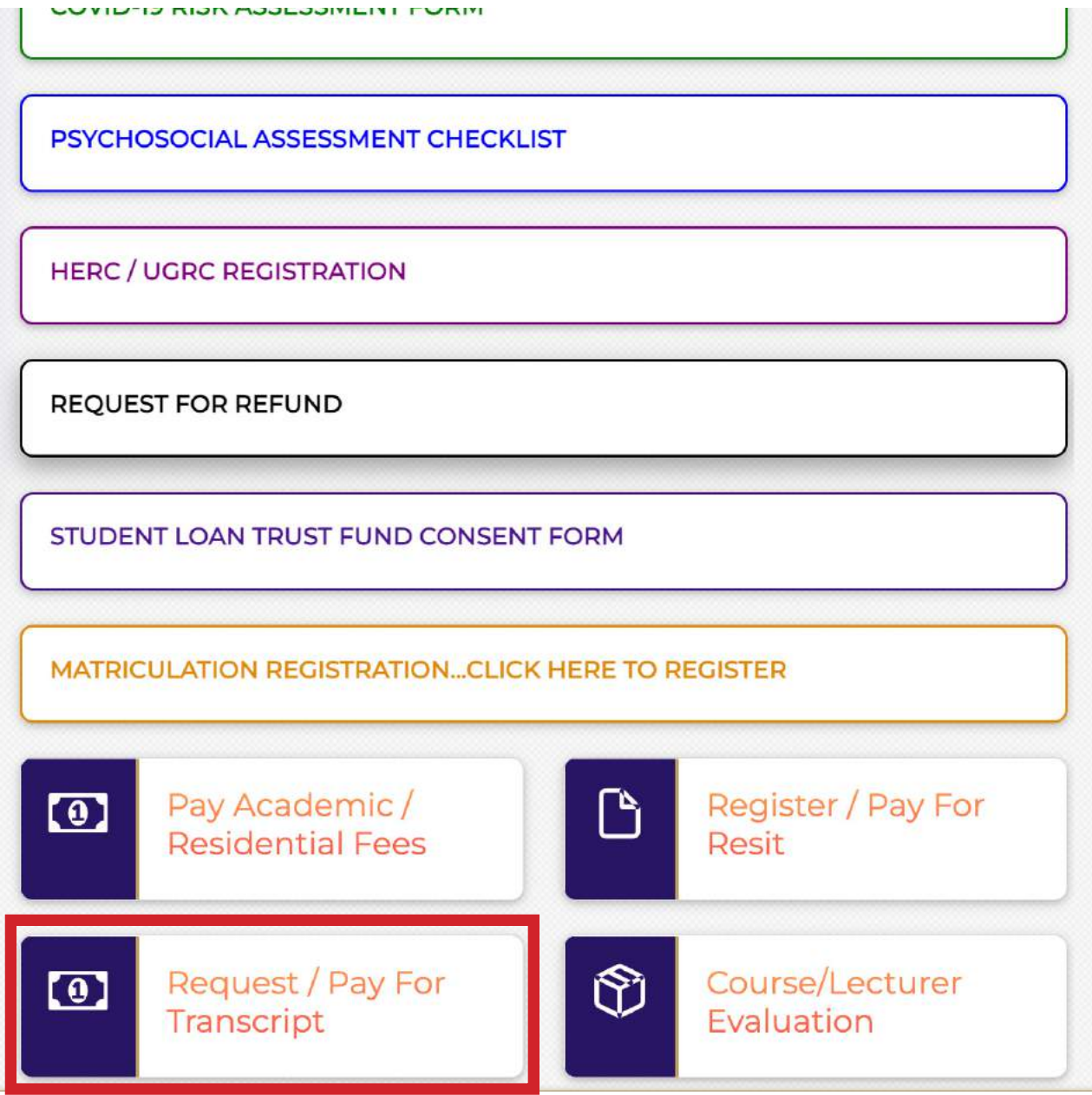
Follow the steps below to log in to your account.

1. Enter your Student ID in the field provided
2. Provide your PIN in the field provided.

Click on the **SIGN IN**



button to complete the log in process.



Dashboard

On login in, you will be directed to the dashboard as shown below. Click on the **REQUEST/PAY FOR TRANSCRIPT** button to proceed to the next screen.

TRANSCRIPT REQUEST FORM

TRANSCRIPT REQUEST FORM

Please Note : All fields marked with * are required

1 STUDENT INFO 2 ORDER OPTIONS 3 SUMMARY

Personal Information

Student ID : *

Student Name : *

Email : *

Alternate Email :

Mobile Phone Number : *

Alternate Mobile Phone Number :

Country of residence : *

Region : *

Postal Address : *

Current Student Status : *

Previous Next

Student Info Level

1. Check to confirm your personal information if it corresponds to what you submitted to the University.
2. Provide your email address and mobile number in the fields provided.
3. Enter your postal address and indicate your Current Student Status.
4. Click on the **NEXT** button to proceed.

NOTE: All fields marked (*) are mandatory. You cannot proceed without providing an entry for such fields.

TRANSCRIPT REQUEST FORM

TRANSCRIPT REQUEST FORM

Please Note : All fields marked with * are required

1 STUDENT INFO — 2 ORDER OPTIONS — 3 SUMMARY

Order Options

Choose Type of Service: *

Request for Transcript

Number of Copies: *

1

Primary reasons for ordering: *

Please Select

Recipient Information

Please choose the type of recipient: *

- ✓ Please select
- Send to an Organization
- Send to Myself
- Other

- I will pick it up
- To be picked by someone with authority note
- Send the document to recipient Email Address
- Send the document to recipient Postal Address

Previous Next

Order Options

1. Indicate the number of copies you want to request for.
2. Provide, from the dropdown list, the primary reason for requesting for the transcript.

RECIPIENT INFORMATION

Provide the recipient information at this level. Following the steps below.

1. Select from the dropdown the options that applies as indicated in the area marked red.

TRANSCRIPT REQUEST FORM

Choose Type of Service: *

Request for Transcript

Number of Copies: *

Primary reasons for ordering: *

Please Select

Recipient Information

Please choose the type of recipient: *

Please select

Mode of receiving *

I will pick it up

To be picked by someone with authority note

Send the document to recipient Email Address

Enter The Email Address to Send Transcript to: *

Confirm Email Address: *

Send the document to recipient Postal Address

MODE OF RECEIVING

Choose the mode through which you would want to receive the transcript.

1. When you select **SEND THE DOCUMENT TO RECIPIENT EMAIL ADDRESS**, you will be required to indicate the email address of your preference.
2. When you opt to send the document to a recipient postal address, you will be required to provide the information for the field marked in red in the image below.
3. Click on the **NEXT** button to proceed.

Please select

Mode of receiving *

I will pick it up

To be picked by someone with authority note

Send the document to recipient Email Address

Send the document to recipient Postal Address

Name of recipient : *

Country of recipient : *

Please select

Address Line 1 : *

Address Line 2 : *

City : *

State :

Telephone : *

Email :

Previous

Next

TRANSCRIPT REQUEST FORM

Please Note : All fields marked with * are required

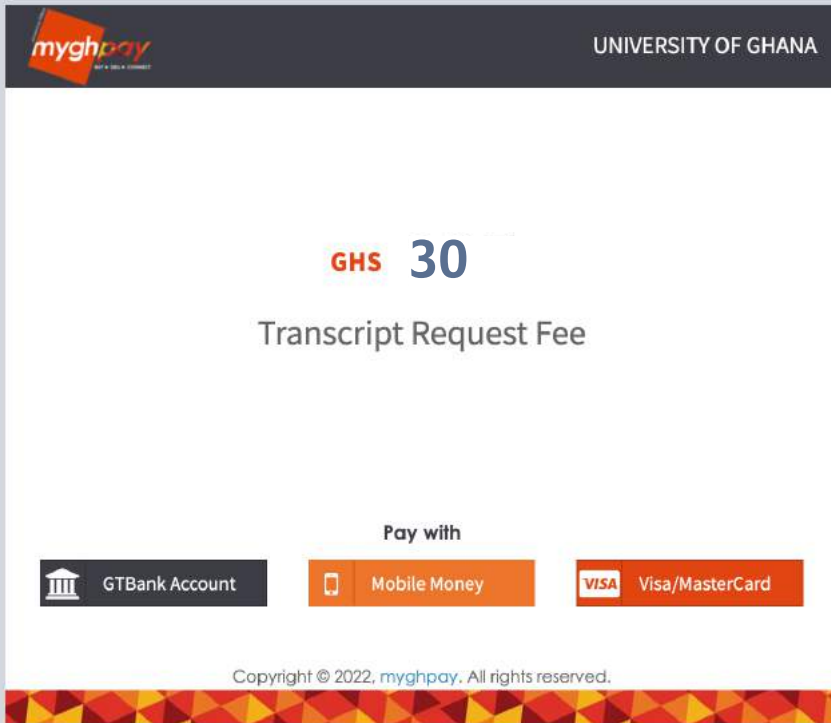
1 STUDENT INFO — 2 ORDER OPTIONS — 3 SUMMARY

Summary

AMOUNT TO PAY	
Number of Copies	1
Request Type	standard
Amount	GHS 30
Total Amount to Pay	GHS 30

PROFILE DETAILS SUMMARY Edit	
ID	10341350
Student Name	ADJEI MENSAH, TOM DOCKERY
Email	sample@email.com
Phone	0244123456
Postal Address	User address here

1. Check to confirm from the summary if everything corresponds to what you selected from the previous levels.
2. Scroll to the bottom and click on the **PROCEED TO PAYMENT BUTTON** to make the necessary payment on the external **MYGHPAY** platform.



1. On the MYGHPAY platform, indicate the payment mode you want to use to proceed.

AAD Transcript Services Costs By Mode Of Delivery

Mode	First copy (GH¢)	Additional Copies
Physical Copy (by Pick up at AAD)	GH¢30	GH¢30 for first copy + GH¢25 for each additional copies.
Physical Copy (With Courier Delivery within Ghana)	GH¢30, plus Ghc50 delivery fee = Ghc80	GH¢25 for each additional up to 10 copies, plus Ghc50 delivery fee. No courier permitted beyond 10 copies pick up only.
Physical Copy (With Courier Delivery outside Ghana)	US\$ 55 or Cedi equivalent	US\$ 55 for first copy + US\$ 5 for each additional copy. (or Cedi equivalent)
Digital copy (Online Delivery)	US\$ 10 or Cedi equivalent	N/A