



# ADEKUNLE AJASIN UNIVERSITY, AKUNGBA-AKOKO

## ITRANSRIPT APPLICATION SYSTEM

### GRADUATE END

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

The screenshot displays the AAUA ITRANSCRIPT portal interface. A popup window titled "STEPS FOR TRANSCRIPT APPLICATION" is open, providing a list of instructions for users. The main page behind the popup shows the "AAUA ALUMNI WELCOME!" message and navigation options like "Home" and "Apply".

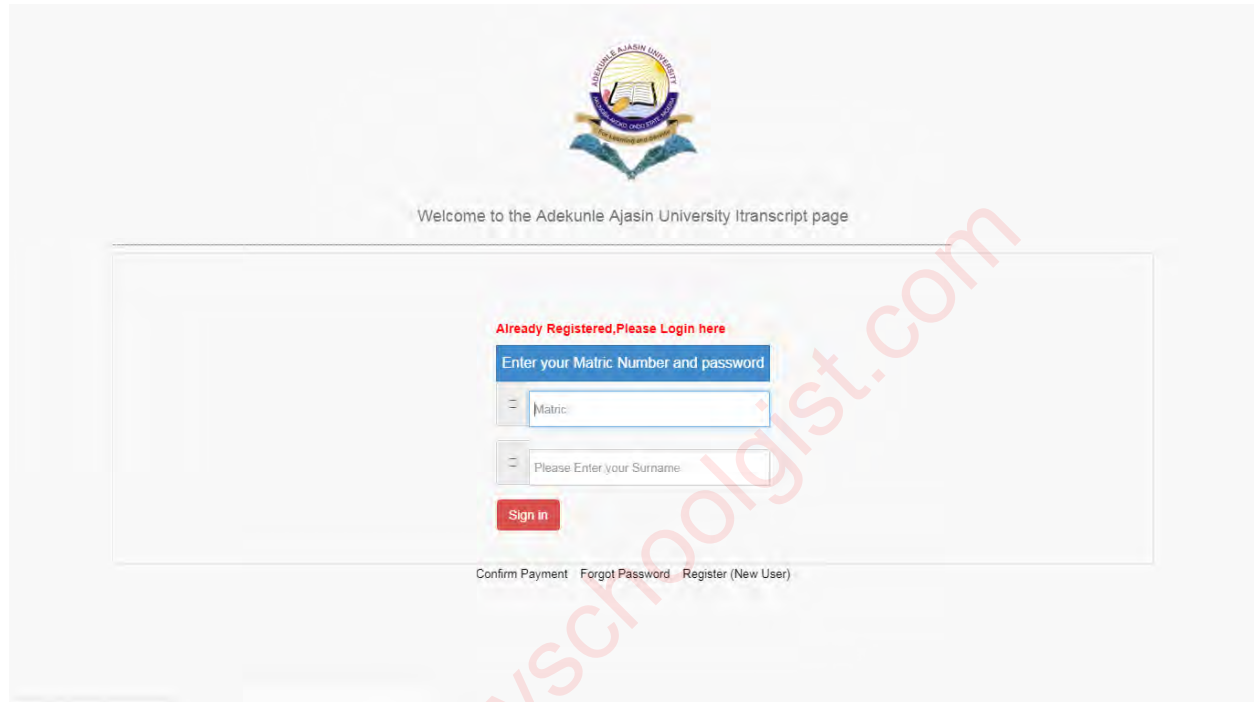
**STEPS FOR TRANSCRIPT APPLICATION**

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.  
(iia. 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.)  
(iib. Type in your Transaction Order ID and your RRR generated, these can be found on your view invoice generated payment  
<https://itranscript.aaua.edu.ng/confirm-payment.php> and click on confirm

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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 with **academic sessions before 2012/2013** are 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

- 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.

The screenshot shows the AAUA ITRANSCRIPT User Dashboard. At the top, there is a navigation bar with the AAUA logo, the text "ITRANSCRIPT", and user information including "Welcome: 130212013" and a "TRACK" button. Below the navigation bar, the main content area is titled "User Dashboard" and contains several interactive cards: "Track Transcript" (with a red notification badge showing '2'), "Messages", "Payment Detail", "value", and "Track Number". On the left side, there is a sidebar menu with a "WELCOME" section, a status indicator "Online", and a "Dashboard" section containing various menu items such as "Transcript Page", "Make Payment(REMITA)", "Confirm Payment", "Apply for New Transcript", "Print Student Copy", "Transcript history", "Payment Detail", "FAQ", "Quick links", and "Logout Page". A red notification at the bottom of the sidebar states "Your Biodata is Updated". The footer of the page shows the URL "localhost/transcript.aaau.edu.ng/a/student.php#".

- 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.)

AAUA **TTRANSCRIPT** check mail TRACK Welcome: 130212013

Appl for Transcript

PLEASE PROCEED FOR PAYMENT OF TRANSCRIPT REQUESTED

### Transcript Application Form Submitted!

Please Generate Your RRR for Remita Payment. Please Click Make Payment to Proceed.

Personal Information	Payment Details
<b>Full Name:</b> RAJI, kehinde grace  <b>Matric No:</b> 130212013  <b>Transcript Institution:</b> UNIVERSITY OF IBADAN	<b>Application Fee:</b> N 17000 excluding bank charges  <b>Payment Type:</b> Itranscript Payment  <b>Transaction ID:</b> TRSSbceadb77a97

[MAKE PAYMENT](#) [Cancel To Pay Later](#)

Dashboard  
Transcript Page 5  
Make Payment(REMITA)  
Confirm Payment  
Apply for New Transcript  
Print Student Copy  
Transcript history  
Payment Detail  
FAQ  
Quick links 2  
Logout Page  
Your Biodata is Updated

AAUA **TTRANSCRIPT** check mail TRACK Welcome: 140102126

PAYMENT REFERENCE NUMBER GENERATED, PROCEED TO BANK WITH THIS NUMBER FOR PAYMENT (120250524893)

Generate RRR    Confirm Payment    View Generated Invoices    Print Payment Details

### Please Generate your Remita (RRR)

Transcript Paying For:

Payment Type:

[Generate RRR](#)

Dashboard  
Transcript Page 5  
Make Payment(REMITA)  
Confirm Payment  
Apply for New Transcript  
Print Student Copy  
Transcript history  
Payment Detail  
FAQ  
Quick links 2  
Logout Page  
Your Biodata is Updated

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

AAUA ITRANSCRIPT

check mail TRACK Welcome: 130212013

Generate RRR Confirm Payment **View Generated Invoices** Print Payment Details

Matric No	RRR Number	Transaction ID	Amount Paid	Payment For	
130212013	240249703501	5bc72ef5131cd	1000.00	AAUA Itranscript Student Copy	<a href="#">Download</a>
130212013	250249786364	5bc7726f4e70d	1000.00	AAUA Itranscript Student Copy	<a href="#">Download</a>

localhost/transcript.aaua.edu.ng/a/remitapayment.php#payment

- 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.

AAUA ITRANSCRIPT

check mail TRACK Welcome: 130212013

Generate RRR **Confirm Payment** View Generated Invoices Print Payment Details

Please Confirm your Payment

RRR(Remita Code)

Transaction ID

[Confirm Payment](#)

localhost/transcript.aaua.edu.ng/a/remitapayment.php#passwordTab

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

The screenshot shows the AAUA ITRANSCRIPT user dashboard. The top navigation bar includes the AAUA logo, the text "ITRANSCRIPT", and user information: "check mail", "TRACK", and "Welcome: 130212013". The left sidebar contains a "WELCOME" message, "Online" status, and a menu with items like "Dashboard", "Transcript Page", "Make Payment(REMITA)", "Confirm Payment", "Apply for New Transcript", "Print Student Copy", "Transcript history", "Payment Detail", "FAQ", "Quick links", and "Logout Page". A notification at the bottom of the sidebar says "Your Biodata is Updated". The main content area has tabs for "Generate RRR", "Confirm Payment", "View Generated Invoices", and "Print Payment Details". Below the tabs is a table with the following data:

Matric No	RRR Number	Transaction ID	Amount Paid	Payment For	
130212013	240249703501	5bc72ef5131cd	1000.00	AAUA Itranscript Student Copy	<a href="#">Print</a>

The URL at the bottom of the page is: localhost/itranscript.aaua.edu.ng/a/remitapayment.php#settings

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

The screenshot shows the AAUA ITRANSCRIPT user dashboard. The top navigation bar includes the AAUA logo, the text "ITRANSCRIPT", and user information: "check mail", "TRACK", and "Welcome: 140102126". The left sidebar is identical to the previous screenshot. The main content area has a green banner that says "PAYMENT REFERENCE NUMBER GENERATED. PROCEED TO BANK WITH THIS NUMBER FOR PAYMENT (120250524893)". Below the banner are tabs for "Generate RRR", "Confirm Payment", "View Generated Invoices", and "Print Payment Details". The "Generate RRR" tab is active, showing a form titled "Please Generate your Remita (RRR)". The form has two dropdown menus: "Transcript Paying For:" with the option "select Transcript Type" and "Payment Type" with the option "select Payment Type". A green "Generate RRR" button is at the bottom of the form.

- 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.

The screenshot displays the 'USER TRANSCRIPT Page' on the AAUA ITRANSCRIPT portal. The page features a navigation sidebar on the left with options like 'Dashboard', 'Transcript Page', 'Make Payment(BANKIT)', 'Confirm Payment', 'Apply for New Transcript', 'Transcript history', 'Payment Detail', 'FAQ', 'Contact Us', 'Quick links', and 'Logout Page'. The main content area shows a 'TRACK TRANSCRIPT' progress flow with four stages: 1. 'PAYMENT CONFIRMATION' (green circle) with a checkmark and the text 'YOUR PAYMENT WAS SUCCESSFUL FOR TRANSCRIPT PROCESSING'. 2. 'EXAMS AND RECORDS' (orange circle) with the text 'YOUR TRANSCRIPT IS CURRENTLY UNDER PROCESSING'. 3. 'TRANSCRIPT VERIFICATION' (blue circle) with the text 'YOUR TRANSCRIPT IS CURRENTLY UNDER VERIFICATION'. 4. 'FINAL TRANSCRIPT PROCESSING' (red circle). The top of the page includes the AAUA logo, 'ITRANSCRIPT' branding, a 'check mail' button, a 'TRACK' button, and a 'Welcome: 050404040' message.



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

The screenshot displays the AAUA ITRANSCRIPT portal interface. At the top left is the AAUA logo and the text "ITRANSCRIPT". On the top right, there are links for "check mail" and "TRACK", along with a user greeting "Welcome: 050404040". A left sidebar contains "Quick links" and "Logout Page". The main content area features a vertical progress bar with four stages: "TRANSCRIPT VERIFICATION" (highlighted in blue with a document icon), "FINAL TRANSCRIPT PROCESSING" (with a red location pin icon), "COURIER SERVICE" (with a grey envelope icon), and "DELIVERY REPORT" (with a blue checkmark icon). A large, semi-transparent watermark "www.myschoolgist.com" is overlaid diagonally across the page.

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

This screenshot shows the AAUA ITRANSCRIPT portal with the tracking progress updated. The "TRANSCRIPT VERIFICATION" stage is now greyed out, and the "FINAL TRANSCRIPT PROCESSING" stage is highlighted in blue with a red location pin icon. The "COURIER SERVICE" and "DELIVERY REPORT" stages remain greyed out. The rest of the interface, including the top navigation and sidebar, is identical to the previous screenshot. The watermark "www.myschoolgist.com" is also present.

For any enquiry, please send mail to [itranscript@aaua.edu.ng](mailto:itranscript@aaua.edu.ng) or visit the Examination and Record office of the University.