



UNIVERSITY OF ENERGY AND NATURAL RESOURCES (UENR), SUNYANI

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OFFICE OF THE REGISTRAR

ACADEMIC AND STUDENTS' AFFAIRS DIVISION

REQUEST FOR ACADEMIC SERVICES FORM

Students who wish to request for academic services must do the following:

1. Fill the Academic Services Request Form
2. Scan the Academic Services Request Form and payment receipt (s)
3. Send scanned documents to: academic.studentaffairs@uenr.edu.gh

Note: Processing of your request will take a minimum of **4 working days**

First Name:	Middle Name:	Surname:
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Index Number:	Programme of Study:	Phone Number:
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Programme Type: BSc Regular BSc Weekend Top-Up 4-Year Weekend BSc
Diploma

Requested Service	Number of Copies
Transcript	
Statement of Results	
English Proficiency	
Certification	
Attestation*	
Introductory Letter*	

*Students must come along with 1 passport sized photo at the point of collection.

In case the requested documents are going to an organisation, please indicate the address here:

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Signature

Date

Email

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