



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. Pay the required fees to **Zenith Account Number 6011708994**
3. Scan and send Academic Services Request Form to: academic.studentsaffairs@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	Fee per copy (Ghs)
Transcript		15
Statement of Results		15
English Proficiency		10
Certification		Ghs 10 for 5 copies
Attestation*		10
Introductory Letter*		10

*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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