

UNIVERSITY OF LAGOS

SCHOOL OF POSTGRADUATE STUDIES

EXAMINATIONS AND RESULTS UNIT

ELIGIBILITY/PROCEDURE FOR REQUEST OF ATTESTATION LETTER

1. You are eligible to apply for attestation letter
 - (a) If Senate has approved your result but your name is yet to appear in the convocation brochure;
 - (b) If there is an error in your certificate.
2. Write a letter directly to the Registrar, University of Lagos requesting for letter of attestation stating your details and submit at the 5th Floor, Senate Building.
3. After 3days of the submission of the application, check Room 10 in SPGS to find out if the letter has been forwarded.
4. Ascertain that the letter has been forwarded to Room 5. Thereafter, if your result has been approved by Senate, you pay the sum of N1,000 in Room 5 where you will be issued a receipt.
5. Pick up a copy of clearance from the SPGS Reception, attach your passport photograph and take it round for endorsement, and make a photocopy which should be submitted along with the receipt to Room 5.