LUG Document Ordering Form

Personal Information (Please complete in block letters)

Name: _____

          Surname Before (Before graduation)   *First Name*   *Other Names*

Student ID:_____   Contact Number:_____

Email Address:_____   Date of Birth:_____

Programme of study: _____   Passport Number:_____

                                             (Applicable for Resident Permit letter only)

Status

Current Student ☐   Graduate ☐   _____ (year of graduation)

HOW WOULD YOU LIKE YOUR DOCUMENT TO BE DELIVERED? (*Please tick the appropriate box*)

☐   PICK UP   ☐   EMAIL   ☐   COURIER (DHL)

                                                              (Additional charges will apply)

Destination Address: (*Address where document will be sent*)

_____

_____

Please Note:

Fees are charged for specific document requests. Forms are to be submitted in person to the LUG Registry office or by email (registrar@lancaster.edu.gh) with proof of payment.

TYPE OF REQUEST

Type of Document	Tick	Amount per Copy	No. of Copies
Letter of Attestation		GH¢200.00	
*Letter of Introduction (Visa/Bank)		GH¢200.00	
Confirmation of Study/ Award Letter		GH¢200.00	
Certification of Certificate & Transcripts		GH¢200.00	
*Record of Academic Progress - UG		GH¢200.00	
Academic Record – TAG/LUG Foundation		GH¢200.00	
English Proficiency Letter		GH¢200.00	
*Student ID Card replacement		GH¢200.00	
UG Exams Re-sit		USD 75.00	
Other (*Please Specify*)		To be communicated	

* *Not available to student who have completed studies*

Payment Options

➡ **Using Ecobank PayWith (Mobile Money or GHQR)**	➡ **Using Pay Bill Function on Ecobank Mobile App**
• Dial *725# • Choose Option 1, Merchant Payments • Choose Option 2, Pay Churches and Schools • Enter LANCASTER UNIVERSITY GHANA's unique till number, **32607718** • Select Option 1, Fees • Enter Student's Name or ID • Enter Amount • Select Option 1 to Confirm Payment Amount • Authorize payment with Mobile Money PIN **ALTERNATIVELY** For MTN Momo users: • Dial *170# • Select Option 2: MomoPay & Bill • Select Option 3: GHQR • Enter Terminal ID: **32607718** • Follow the prompts… For VodaCash users: • Dial *110# • Select Option 4: Make Payments • Select Option 1: Pay Bill • Select Option 4: GHQR • Enter Terminal ID: **32607718** • Follow the prompts… For AirtelTigo Money users: • Dial *110# • Select Option 4: PayBill • Select Option 4: GHQR • Enter Terminal ID: **32607718** • Follow the prompts…	• Open the Ecobank Mobile App • Select Pay Bill • Select Schools • Select **LANCASTER UNIVERSITY GHANA** and press Continue • Enter Amount • Select Account to be debited • Select Product based on payment currency (Lancaster University - GHS or Lancaster University - USD) • Fill in student details (Student Name/ID number or Reference number/Phone Contact/Email) • Select Fee type (Tuition fees/Admission fees/Other fees) • Press Continue to verify and authorize with PIN • An email is shared to the email address provided after successful payment

➡ **Payment at Any Ecobank Branch**
• At any Ecobank Branch   • Complete Fee Payment Form with Relevant details (Student Name/ID or Reference Number/Phone Contact/Email)   • Present to the designated teller and indicate fee payment is on BankCollect.

➡ **Payment via Stanbic Bank Ghana Ltd**
Account Name: Lancaster University Ghana   Account No.:   9040003078374 (Ghana Cedi)   9040004238863 (US Dollar)   Bank Name: Stanbic Bank Ghana   Bank Branch: Mövenpick, Accra   Swift Code: SBICGHACXXX   Sort Code: 190101

GhQR

MERCHANT NAME : LANCASTER UNI TAG GHS
MERCHANT ID : 770138871

`3 2 6 0 7 7 1 8`

SCAN AND PAY

EcobankPay — Tua no digital — Powered by Ecobank The Pan African Bank

NB: The Mobile Money, GhQR and Ecobank App options does not apply to international wire transfers. For further enquiries, please call Finance on +233540112001

Payments may be made by any of these options

1. In person at the Finance Office, LU Ghana, Tantra Hills, or
2. Directly at the Bank. Please find bank details below:

For Undergraduate & Postgraduate graduation documents (e.g. certificates & transcripts) please use the links below:

https://www.alumni.lancs.ac.uk/AlumniDocOrder?instType=1

https://www.lancaster.ac.uk/student-based-services/the-base/alumni-document-ordering/faq/

You must sign this form certifying that the information you provided is true. Misrepresentation of facts in connection with this form may be sufficient cause, in and of itself, for cancellation of the request and sanctions	
Signature:	Date:

Proof of Payment

Payment Made in Person

Name of Receiving Officer:

Signature: _____   Date: _____

Bank or Mobile Money Payment – Slip Attached

Reference:

Signature: _____   Date _____