

MOUNTAIN TOP UNIVERSITY
Internal Memorandum

From: Secretary, Management Committee

To: Bursar

Ref. No.: MTU/REG/MGTDE/041

Date: 15th July, 2024

EXTRACT OF DECISIONS: APPROVED CHARGES FOR TRANSCRIPTS AND LETTERS

At its meeting held on Friday, 12th July, 2024, Management reviewed the charges for processing transcripts and letters as follows:

S/N	Description	Current Rate	Approved Rate	
1.	Official Hard Copy (Local)	N15, 000. 00	N30, 000. 00	
2	Official Hard Copy (International)	N50, 000. 00	Other Countries	UK, USA, Canada, Sweden and Japan
			N70, 000. 00	N100, 000. 00
3.	Letter of Introduction	N5, 000. 00	N10, 000. 00	
4.	Confidential Report	N5, 000. 00	N10, 000. 00	

The approval takes effect from Friday, 12th July, 2024.

This decision of Management is hereby conveyed for your information and necessary action.

Thank you.



Ngozi Owoh

Secretary, Management Committee

cc: Vice-Chancellor
Registrar
AO1, Exams and Records