

INSTRUCTION ON HOW TO APPLY FOR TRANSCRIPT

STEP 1: Pay Alumni fee of N10,000 to the Council of Legal Education(biller) , if the payment is outstanding.

Pay through Remita Platform (remita.net) and choose 50th Anniversary as 'Name of Service/purpose'.

STEP 2: Check the amount payable on the Schedule of Fees Form. The amount payable depends on where the Transcript will be sent to.

STEP 3: Download Transcript Form and fill in the necessary information.

STEP 4: Attach all receipts (Transcript and Alumni Fee) to the completed Transcript form.

STEP 5: Forward to:

Either By Courier

To The Secretary To The Council of Legal Education / Director of Admin

Nigerian Law School, Bwari, Abuja

Or

Email: transcripts@nigerianlawschool.edu.ng

PHYSICAL PRESENCE IS NOT NECESSARY

SCHEDULE OF FEES

	NAME OF SERVICE/PURPOSE	AMOUNT ₦
1	50 th Anniversary (Alumni fees)	10,000
2	Application Fees	20,000
3	School Fees:	
	Bar Part I School Fees (Nigerian).....	240,000
	Bar Part I School Fees (Foreigner).....	1,380,000
	Bar Part II (Nigerian)....	296,000
	Bar Part II (Foreigner)....	1,970,000
4	Breakdown of Result	2,500
5	Verification of Result	5,000
6	Certified True Copy of Document	3,000
7	Identity Card	5,000
8	Introduction Letter	5,000
9	Loss of Certificate	5,000
10	Registration of Contractors:	
	• Category A....	25,000
	• Category B....	10,000
	• Category C....	5,000
	• Category D....	2,000
11	Remedial Course:	
	• One Paper.....	30,000
	• Two Papers and above....	50,000
12	Resit Examination (Bar II)	
	• One Paper....	50,000
	• All Papers....	100,000 + Revision Fee
		40,000
13	Resit Examination (Bar I)	
	• One Paper....	50,000
	• Two Papers and above....	90,000
14	Revision Program	40,000

15	Transcript Processing Fees	
	• London/UK	25,000
	• Ghana	28,000
	• Western Europe	30,000
	• Other West African Countries	30,000
	• USA/Canada	28,000

	• South Africa	35,000
	• The Rest of Africa	38,000
	• Middle East/Eastern Europe	38,000
	• Asia & Australia	35,000
	• Latin America	45,000

Payment must only be through CBN/REMITA payment gateway on approved channels.

Logon to www.remita.net, select COUNCIL OF LEGAL EDUCATION as biller and populate the relevant fields as required.

IT IS THE RESPONSIBILITY OF THE PAYER TO ENSURE THAT HE/SHE IS PAYING THE RIGHT AMOUNT FOR THE RIGHT SERVICE.

THIS IS A SUB TREASURY SINGLE ACCOUNT (TSA) OF THE FEDERAL GOVERNMENT OF NIGERIA. NO APPLICATION FOR REFUND WILL BE ENTERTAINED.

COUNCIL OF LEGAL EDUCATION NIGERIAN LAW SCHOOL



NIGERIAN LAW SCHOOL APPLICATION FORM FOR TRANSCRIPT AND REFERENCE LETTER

PLEASE FILL THIS FORM IN CAPITAL LETTERS

NAME:.....
SURNAME OTHER NAMES

REG NO: **DATE OF BIRTH :** **SEX :**

E-mail ADDRESS : **TELEPHONE NO :**

SECONDARY SCHOOL ATTENDED AND DATE :

UNIVERSITY ATTENDED AND DATE:

YEAR OF ADMISSION TO NIGERIAN LAW SCHOOL:

YEAR OF CALL TO THE NIGERIAN BAR :

REQUESTS: TRANSCRIPT OR REFERENCE LETTER :
(FILL ABOVE & THE NUMBER OF COPIES IN BRACKET)

HAVE YOU OBTAINED TRANSCRIPT OR REFERENCE LETTER BEFORE ;

IF YES, WHEN:

HAVE YOU PAID YOUR ALUMNI FEE: IF YES, WHEN:

PLEASE ATTACH EVIDENCE OF PAYMENT

ADDRESS (ES) TO WHICH YOUR REQUEST (S) IS/ARE TO BE SENT:

1.

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2.

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SIGNATURE OF APPLICANT

.....
DATE

PLEASE NOTE THAT THE APPLICANT MUST APPLY AND SIGN THIS FORM IN PERSON