



# Alumni Service Brochure

Covenant University Alumni Association



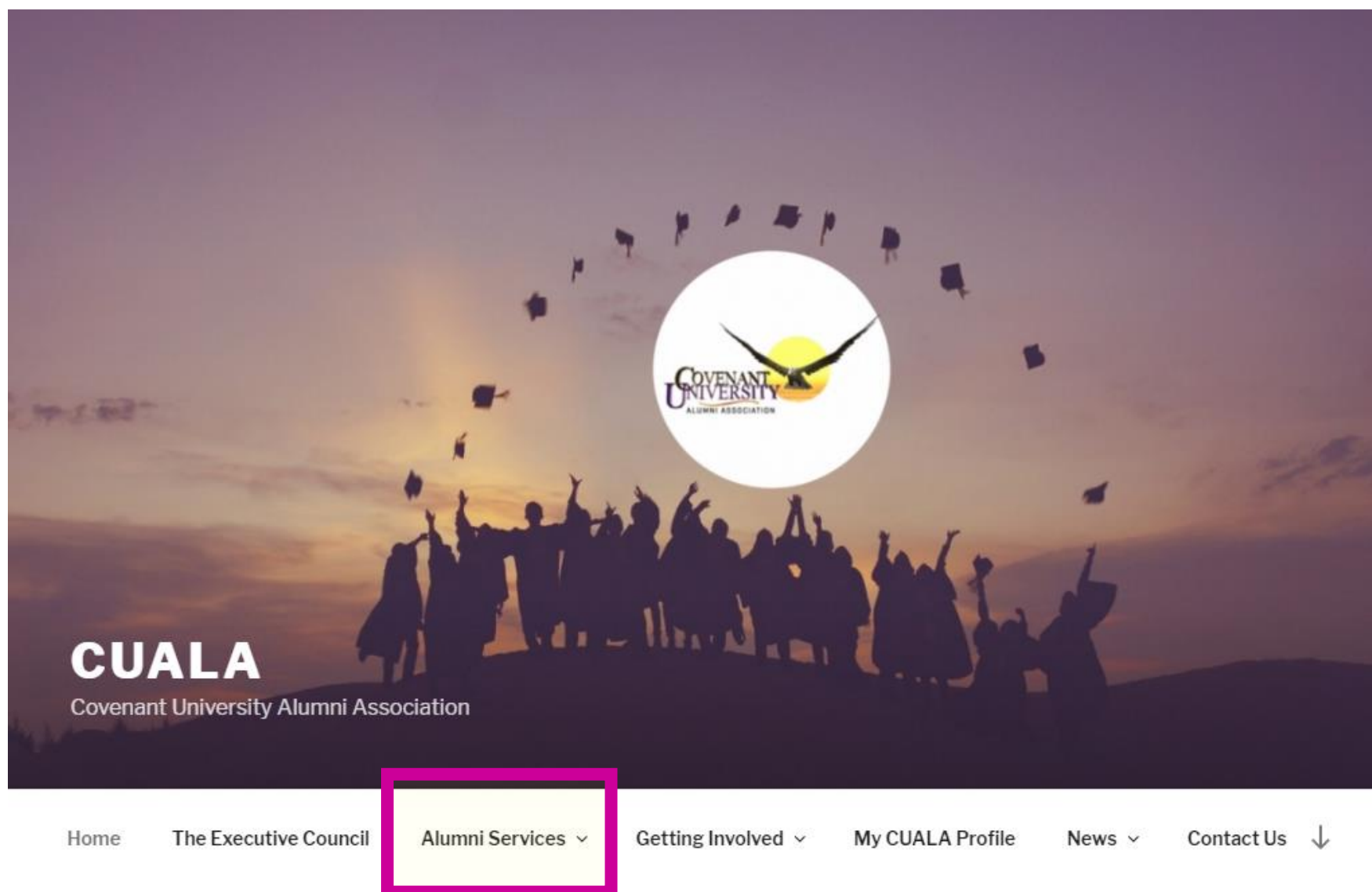
Updated Feb. 2022



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# We are committed to serve you

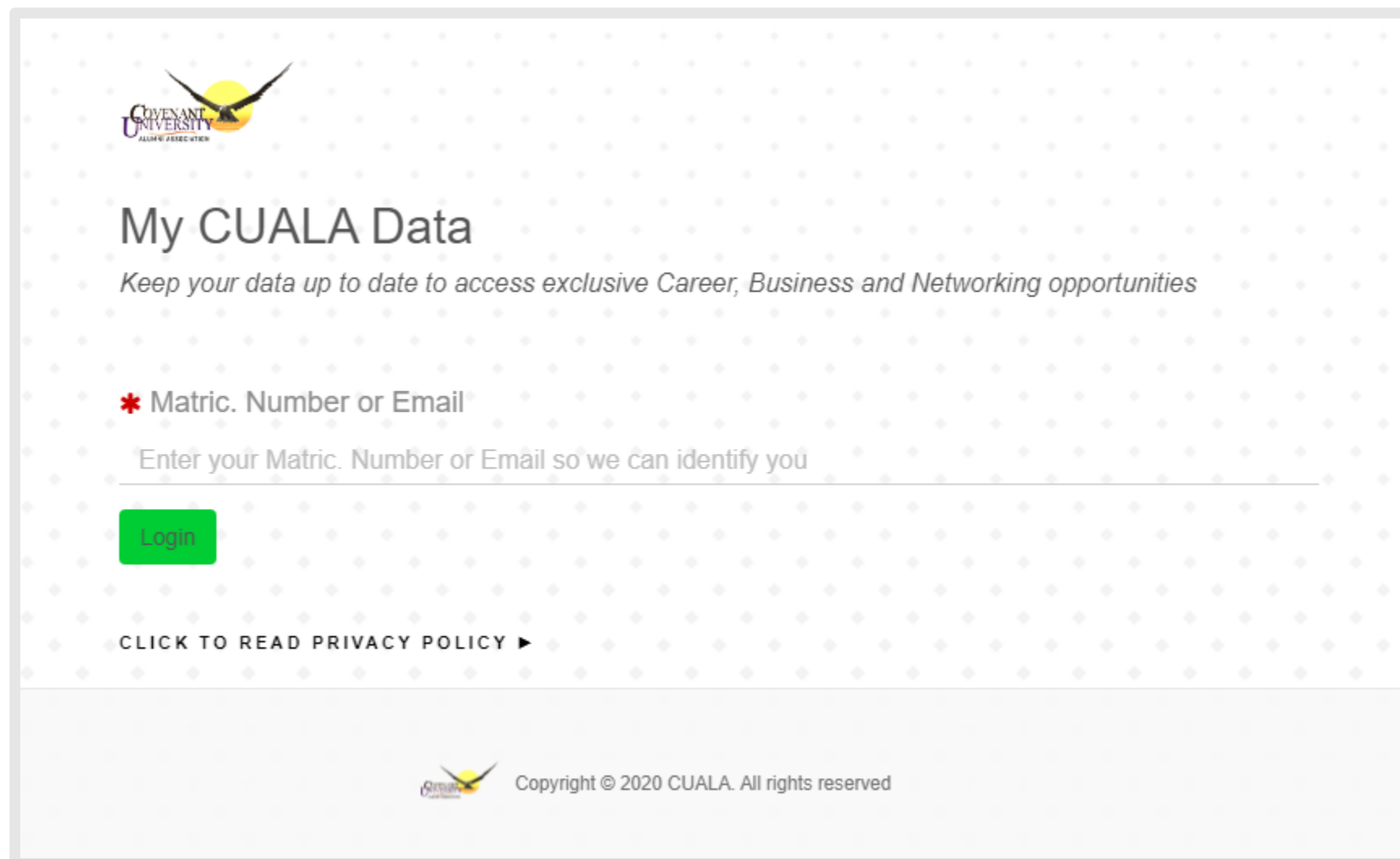


Dear Eagle,

Our various Alumni Services are accessible via the CUALA website. Simply visit [alumni.covenantuniversity.edu.ng](http://alumni.covenantuniversity.edu.ng) via your web browser on your mobile phone / PC to access the CUALA website.

Thanks.  
CUALA

# Have you updated your profile?



The screenshot shows a web page titled "My CUALA Data" with a background of small grey dots. At the top left is the CUALA logo, which includes a stylized bird and the text "COVENANT UNIVERSITY ALUMNI ASSOCIATION". Below the logo, the heading "My CUALA Data" is followed by the subtext "Keep your data up to date to access exclusive Career, Business and Networking opportunities". A red asterisk icon precedes the label "Matric. Number or Email". Below this is a text input field containing the placeholder text "Enter your Matric. Number or Email so we can identify you". A green "Login" button is positioned below the input field. At the bottom of the form area, there is a link that says "CLICK TO READ PRIVACY POLICY" with a right-pointing arrow. The footer of the page features the CUALA logo and the text "Copyright © 2020 CUALA. All rights reserved".

Updating your CUALA Profile helps us connect you with **exclusive Career, Business & Networking opportunities.** Simply visit the CUALA Website and choose **Profile** from the menu.



# Important information...

Here is a list of what you need to know

- **Matriculation Number** – so we can easily identify you on our system, we will need you to provide your matriculation number when applying/requesting for any of the alumni services.
- **Payment** – services such as transcripts and letter of proficiency attract courier/service charges. You need to be able to pay the required charges into the designated bank account.
- **Timelines** – official documents such as transcripts and letter of proficiency in English are dependent on the processing times within Covenant University. The Alumni office serves as a proxy to support your applications.





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# Degree Certificates

## Important highlights

- Degree certificate copies can be picked up by the certificate holder, or an authorised proxy
- Covenant University charges N5,000 for every notary and certified true copy of your degree certificate
- Please turn overleaf for the full list of requirements





# 1<sup>st</sup> time collection

## Collection by self

- Original Notification of Result (Sworn Affidavit from a High Court and Police Report in case of loss with a photocopy of Notification of Result)
- Original identification cards from Covenant University (Sworn Affidavit from a High Court and Police Report in case of loss with a valid Identification card)
- Voluntary payment of alumni dues
- Clearance from alumni office

## Collection by proxy

- All requirements from the 'Collection by Self' list
- Authorization letter from certificate holder
- Graduates current/valid identity card
- Proxy's current/valid identity card
- Provision of sworn Court Affidavit from a High Court indemnifying Covenant University on any issue that may arise after collection.



# Notary

## What is a notary?

A notary is an affirmation provided to authenticate your certificate

## Collection

- Payment of **N5,000** for every notary copy into CMFB (Covenant Micro Finance Bank) CU Account 2 on campus
- Photocopy of Certificate and receipt of payment presented to the Certificate Office of Academic Affairs Unit, Covenant University for processing





# Certified true copies

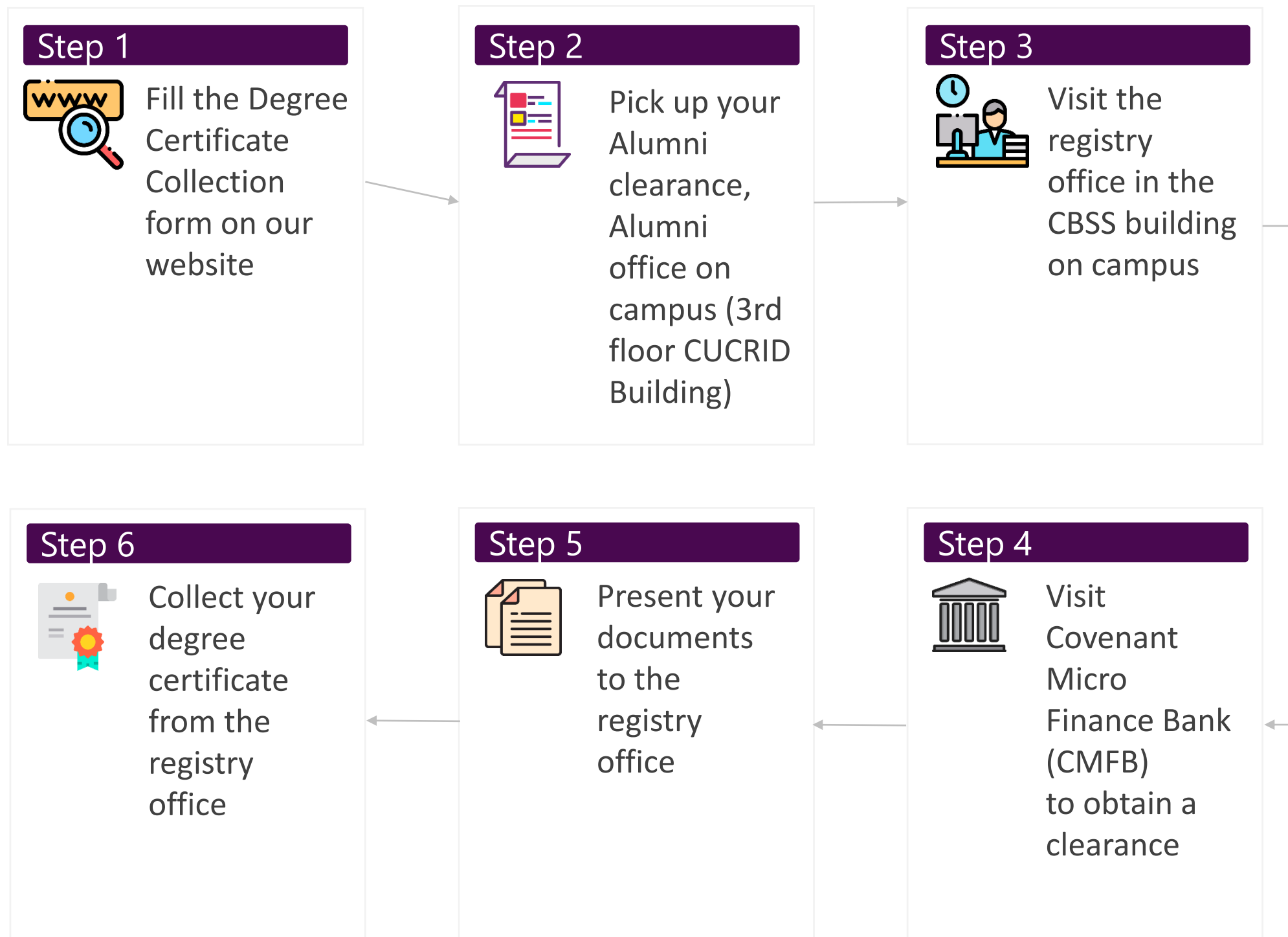
## What is a certified true copy?

A certified true copy is given when the original certificate is lost

## Collection

- Application letter to the Registrar, Covenant University
- Payment of **N5,000** for every certified true copy into CMFB (Covenant Micro Finance Bank) CU Account 2 on campus
- Sworn Affidavit from a High Court and Police Report in case of loss
- Attach receipt of payment to the application
- Present original receipt at the point of collection

# How to collect your certificate



## Notes

1. Although not compulsory, we encourage you to contribute into the Alumni fund. Alumni dues are a great way to give towards alumni activities
2. If you have lost your last CU ID card or original notification of result, you will need to obtain a sworn affidavit and a police report as part of your documents
3. Currently, the University only releases certificates to graduates or their biological parents. This is a process owned by the University



# Transcripts

## You will need the following

- Details of institution/organisation requesting for transcript
- Application letter Academic Affairs/Registry
- Proof of payment for the service e.g. teller or screenshot of bank transfer



# Transcript fees + courier

## National courier

Covenant University N10,000

Ota N12,000

Rest of Ogun N15,000

Lagos N14,000

South-West N17,000

North/East/  
Middle Belt/South-South N20,000

## Electronic Transcript

Electronic N13,000

## Africa & Europe

West Africa N32,500

South Africa/Eastern Africa N36,050

UK, Wales, Scotland, Island N27,550

Ireland, Denmark, Netherland, Poland, Belgium, France, Hungary, Lithuania, England N33,200

Norway, Sweden, Italy, Finland, Ukraine, Spain, Turkey, Singapore, Germany N36,000

## Rest of the World

USA/Canada/Mexico N30,150

Brazil, Chile, Peru, Bolivia, Argentina, Colombia, Mexico, Venezuela, Cuba N57,700

Dubai, UAE, Oman N35,700

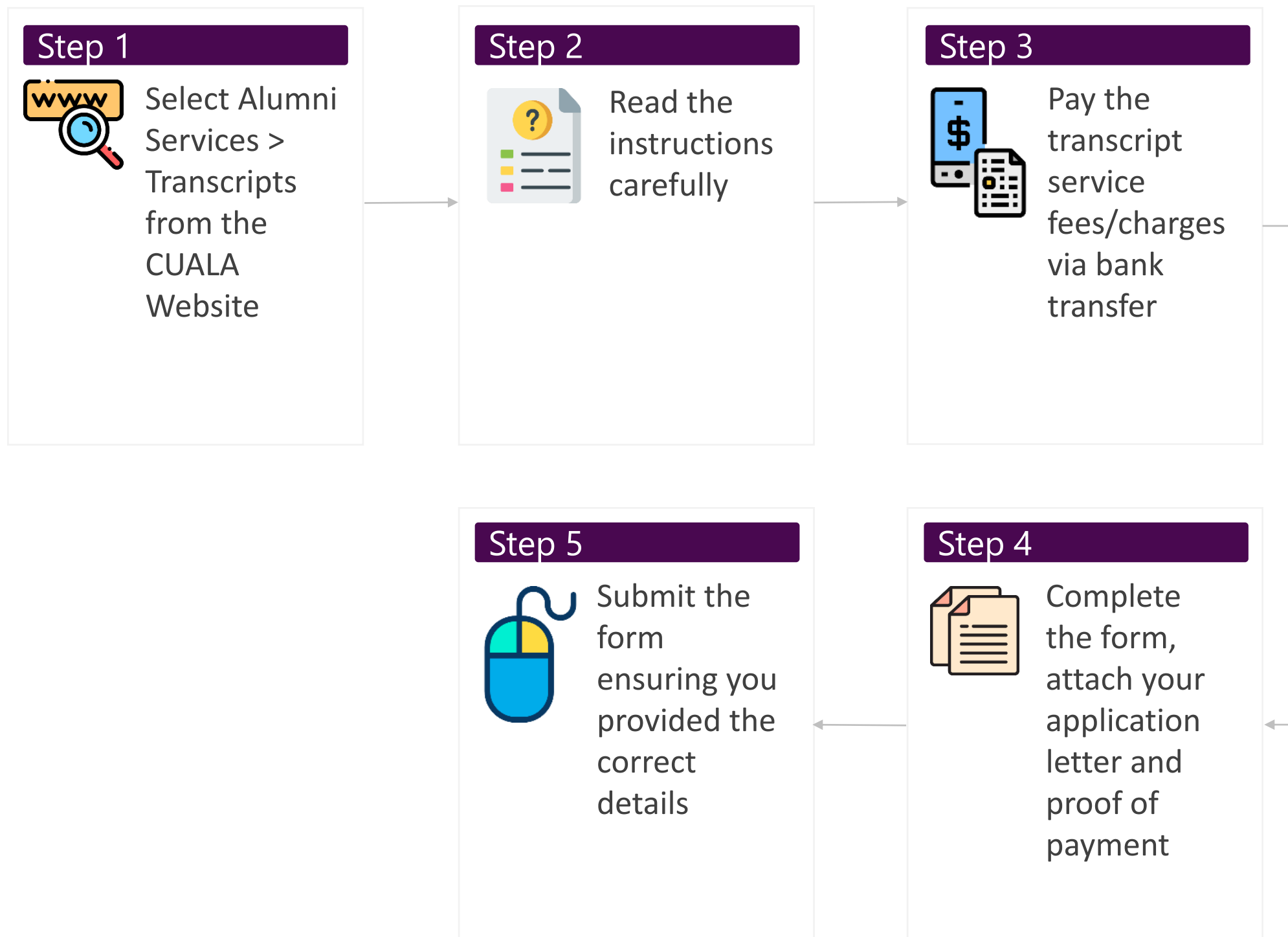
Iraq, Yemen, Iran, Saudi Arabia, Syria, Pakistan, Afghanistan, Hong Kong, South Korea, Japan, Thailand N41,900

Australia/India/New Zealand/Far East/Asia N41,900

### Notes

1. Make sure you have the details of the organisation/institution requesting the transcript
2. Payments can be made into: UBA a/c name: Covenant University Alumni Association UBA a/c number: 1015670556

# How to apply for transcripts



## Notes

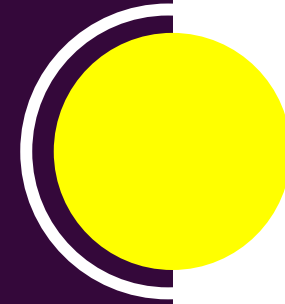
1. It is important to read the instructions on the transcript application page
2. Payment for the transcript services are mandatory, and the attachments must be uploaded on the application form to continue



# Official Letters

You will need the following

- Name and address of the organisation/institution requesting for the letter of proficiency / reference letter or letter of recommendation
- Proof of payment for the service





# Official letter charges + courier

## Mandatory

Official Letter	N5,000
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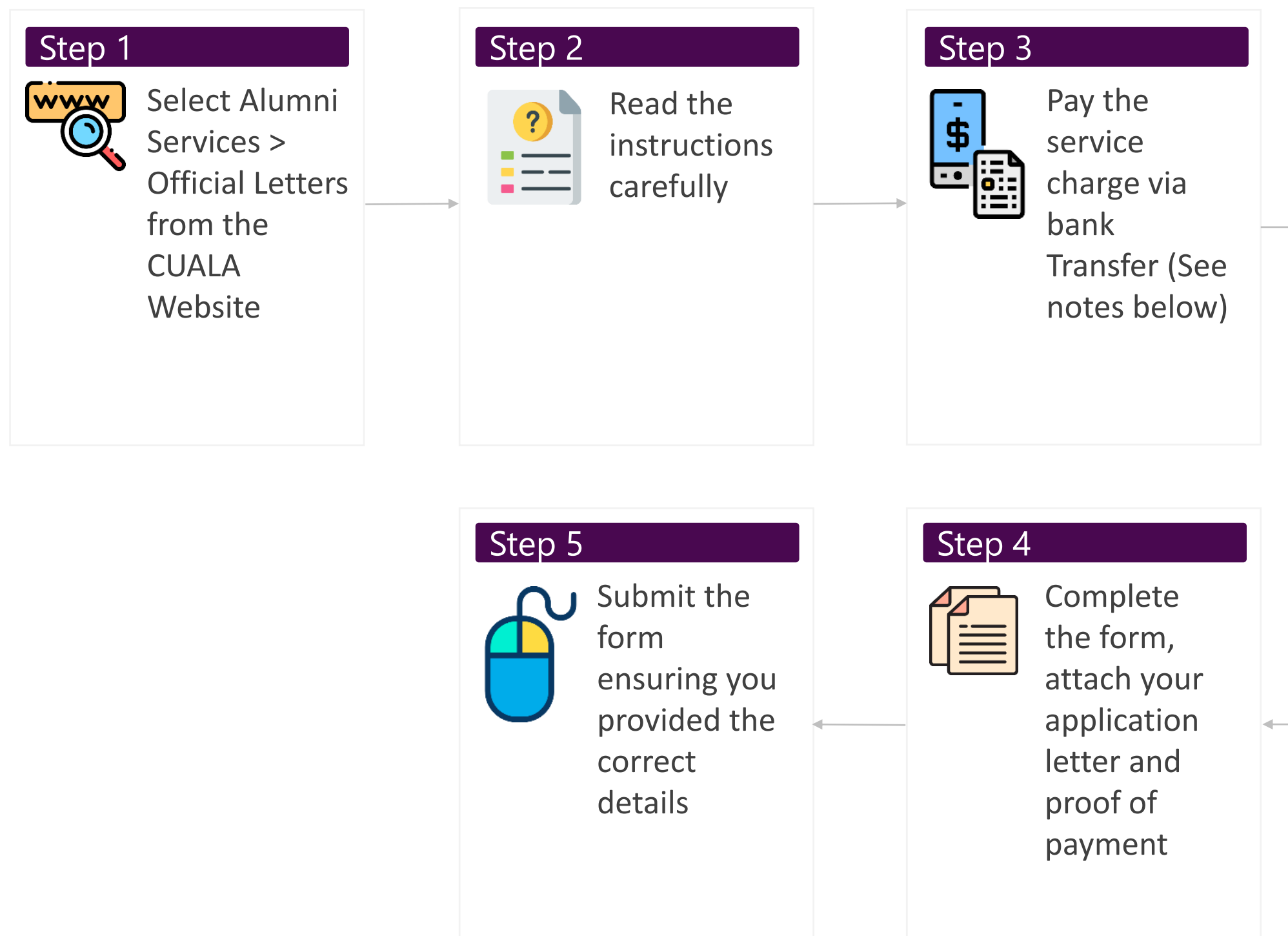
## Courier charges (if required)

Please click on the [pricelist](#) to view the courier charges for various destinations

### Notes

1. Payments can be made into: UBA a/c name: Covenant University Alumni Association UBA a/c number: 1015670556

# How to apply for an official letter



## Notes

1. It is important to read the instructions on the application page
2. Payments can be made into: UBA a/c name: Covenant University Alumni Association UBA a/c number: 1015670556





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# Getting Involved with the Alumni

Together we can achieve more



Proudly  
CUALA

# How to get involved



## Join a Team

There are a number of alumni teams of volunteers that help to run our various alumni activities. You can express interest via the service portal by clicking the 'Join a Team' option!

[Join a team now](#)

## Alumni dues

Your dues help us to provide you a variety of exclusive career, business and networking opportunities.

Dues are only N4000/year. For donations, any amount is welcome.

[Click here to Pay dues](#)

[Click here to Give a donation](#)





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# Staying Connected with the Alumni

Stay informed, stay connected



# How to connect



## Newsletters

This is a great way to keep up-to-date with activities and events within the association so you are continuously connected. You can subscribe to newsletters through the CUALA Service Portal.

[Subscribe now](#)

## Social Media

 Facebook (Group)  
[\*Covenant University  
Alumni Association\*](#)

 Instagram  
[\*@thecualumni.official\*](#)

 Twitter  
[\*@CUHEBRON\*](#)



We continuously welcome your [feedback](#) as we build a strong connected alumni community!



# How to contact us

Email: [services.alumni@covenantuniversity.edu.ng](mailto:services.alumni@covenantuniversity.edu.ng)

Telephone: +234 814 354 2978 (9am to 5pm)



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