**Student Clearance Form**

1. Student’s name (Mr./Mrs./Miss)……………………………………………….…………… Student ID: .…………………………..……….…………............

2. Program: .......................................................... Department: ......................................................... Faculty: ........................................

 Study plan: 🞏 Plan A (🞏 Plan A1 🞏 Plan A2) 🞏 Plan B Category: 🞏 Full-time 🞏 Part-time

3. Reason for clearance

 🞏 Transferring 🞏 Resignation 🞏 Cancellation 🞏 Completion

4. I have checked my student account and I am certain that I have no amount owed to the university.

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| --- | --- |
| **Library** | **The department** |
| 🞏 Confirmed 🞏 Not confirmed due to............................................................................................................................................................................................................ Signature………………………………….…………. Inspector (……………………………….……….…………..) Date .…………/………………./…………….. | 🞏 Confirmed 🞏 Not confirmed due to.................................................................................................................................................................................................................. Signature………………………………….………….………Inspector (……………………………….……….…………..) Date .…………/………………./…………….. |
| **Finance Division** | **Office of Registrar**  |
|  🞏 Confirmed 🞏 Not confirmed due to............................................................................................................................................................................................................. Signature………………………………….………….………Inspector (……………………………….……….…………..) Date .…………/………………./…………….. |  🞏 Confirmed 🞏 Not confirmed due to........................................................................................................................................................................................................... Signature………………………………….………….………Inspector (……………………………….……….…………..) Date .…………/………………./…………….. |

Student’s contact details:............................................................................................................................................................

Tel:............................................Mobile Phone: ..............................................................Office Number:……………………………………….......

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(Please update your contact details if necessary so you will not miss necessary updates or information.)

 Signature…………………………….………………………..Student

 (…..…………………..……………………………..) ............/.…….................../..............

**Steps to obtain the student’s clearance confirm**

1. Fill in this form.

2. Submit this form, together with the student ID card, to the library. The staff will sign if you have no liabilities with the library.

3. Submit this form to your department/program. The staff will sign if you have no amount owed, and have returned all the items you borrowed.

4. Submit this form to the finance division. The staff will sign if you have no amount owed.

5. Submit this form to the office of the registrar. The staff will check your account and confirm.

**Note:** The university will only approve graduation requests for students who have no liabilities to the university.