**University of Central Asia**

**Student Clearance Form**

This form should be filled out in quadruple (4 copies)

Reason for Clearance

1. Transfer □
2. Completion □
3. Withdrawal □
4. Leave of absence □

Name of Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course/Programme: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School/Campus: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| S. No. | DEPARTMENT | CLEARING OFFICER NAME | SIGNATURE | DATE | REMARKS  |
| 1. | Head of the respective course/programme |  |  |  |  |
| 2. | Library |  |  |  |  |
| 3. | IT |  |  |  |  |
| 4. | Finance |  |  |  |  |
| 5. | Student Life |  |  |  |  |
| 6. | Facilities for Accommodation |  |  |  |  |
| 7. | UCASA (student association) |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

Registrar

I certify that the above student has no liabilities with the University of Central Asia.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: On completion of the clearance exercise, the forms should be distributed as follows:

* One copy to the Finance Department
* One copy to the Associate Dean’s Office
* One copy to the Registrar’s Office
* One copy to be retained by the Student.

Notes:

1. The Head of the Respective Course/Programme checks the number of courses covered by the student. For students seeking clearance on completion of the Programme, the Head checks whether the students has covered all the courses required for the Programme.
2. The Librarian confirms that the student has returned all books issued from the library and has no outstanding library fines/dues.
3. The IT department confirms that all IT related equipment has been returned to the department.
4. The Finance Department confirms that that there are no outstanding fees.
5. The Manager, Student Affairs clears for dorm room condition, sports/games material, as well as disciplinary issues.
6. The Manager, Facilities confirms that the “Room Condition” form has been signed by the student and all charges for repairs or replacements of broken items have been paid.
7. The President of UCASA clears for finances, if student, heads a club.
8. The Registrar checks the form for complete clearance by all relevant departments and receives the University’s ID upon completion/withdrawal/transfer from the course/programme.