

REGISTRATION DATE: .../...../.....

Ref. No. (REG 17 - C)

**Final Clearance Form – (Transcript / Certificate)**

<b>Student Name:</b>			
<b>Major:</b>		<b>Enrolment Year:</b>	
<b>Faculty:</b>		<b>Graduate Year:</b>	
<b>Student Signature:</b>		<b>Email:</b>	
		<b>Phone #:</b>	

Student will not be including the graduates list nor will he/she receive his/her certificate until this form is completed.

<b>Faculty Dean</b>	According to our records, the student has completed his/her academic requirements ( <b>All subjects, Training, Project, and Thesis Hardcopy</b> ).	
<b>Name &amp; Signature</b>		<b>Date:</b> / /20__

<b>Exam Unit</b>	According to our records, the student has completed his/her academic requirements and is listed in this year's graduating students.	
<b>Name &amp; Signature</b>		<b>Date:</b> / /20__

<b>Students Affair</b>	<ul style="list-style-type: none"> <li>- To confirm the student personal information (Name in English as per passport, Date &amp; Place of Birth &amp; High school certificate).</li> <li>- The student has completed his/her file including certificates and graduating requirements.</li> </ul>	
<b>Students Archives</b>		<b>Registration &amp; Admission</b>
<b>Registrar</b>		<b>Date:</b> / /20__

<b>Library</b>	The student has returned all borrowed <b>books/journals/materials/thesis Hardcopy</b>	
<b>Name &amp; Signature</b>		<b>Date:</b> / /20__

<b>Computer Labs</b>	The student is released from any responsibility / liability in the computer labs.	
<b>Name &amp; Signature</b>		<b>Date:</b> / /20__

<b>Finance Department</b>	<ul style="list-style-type: none"> <li>- Study Fees</li> <li>- Academic Transcript &amp; Certificate Fees</li> <li>- Higher Education Stamp Fees</li> </ul>	
<b>Name &amp; Signature</b>		<b>Date:</b> / /20__
<b>Finance Manager</b>		<b>General Secretary</b>

<b>Graduate Office:</b>	The student has completed all graduation requirements and his certificates will be ready upon official graduation ceremony date.	
<b>Name &amp; Signature</b>		<b>Date:</b> / /20__

The student has fulfilled all the graduation requirements.