



STUDENTS' CLEARANCE FORM

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INFORMATION

- 1. Officers must use their office stamps in signing the certificate
2. Officers and students must ensure that the order of signing A to H is maintained
3. The Hostel Manager will clear students after they have returned room keys and paid fees / fines
4. Transcripts, Certificates and other documents will only be released to students who have been cleared by all officers indicated below.

NB: It is mandatory for every final year student to complete and submit this clearance before final departure from campus upon completion of his/her programme of study. Original form filed with a copy of payment voucher (if any) must be kept in the students' file. A copy to be kept by the student.

PART A: TO BE COMPLETED BY STUDENTS

NAME OF STUDENT:..... INDEX NUMBER.....

DEPARTMENT:..... PROGRAMME.....

HOSTEL OF RESIDENCE:..... ROOM NUMBER.....

YEAR OF ADMISSION:..... YEAR OF COMPLETION.....

REASON (S) FOR DEPARTURE:.....

CONTACT ADDRESS:.....

.....TEL:.....

I certify that I have returned all the University properties and I have paid all fees and fines

SIGNATURE:..... DATE:.....

PART B: TO BE COMPLETED BY FINANCE DIRECTORATE

This is to certify that the above student Owes GH¢...../ Does not owe

NAME OF CLEARING OFFICER:.....

SIGNATURE AND STAMP..... DATE:.....

PART C: TO BE COMPLETED BY HEAD OF DEPARTMENT

This is to certify that the above student Owes GH¢...../Does not owe

NAME OF CLEARING OFFICER:.....

SIGNATURE AND STAMP..... DATE:.....

PART D: TO BE COMPLETED BY LIBRARIAN

This is to certify that the above student Owes GH¢...../Does not owe

NAME OF CLEARING OFFICER:.....

SIGNATURE AND STAMP.....

DATE:.....

PART E: TO BE COMPLETED BY THE HOSTEL MANAGER

This is to certify that the above student Owes GH¢...../Does not owe

NAME OF CLEARING OFFICER:.....

SIGNATURE AND STAMP.....

DATE:.....

PART F: TO BE COMPLETED BY SPORTS COACH

This is to certify that the above student Owes GH¢..... / Does not owe

NAME OF CLEARING OFFICER:.....

SIGNATURE AND STAMP.....

DATE:.....

PART G: TO BE COMPLETED BY ESTATE OFFICER

This is to certify that the above student Owes GH¢..... / Does not owe

NAME OF CLEARING OFFICER:.....

SIGNATURE AND STAMP.....

DATE:.....

PART H: TO BE COMPLETED BY DEAN OF STUDENT

This is to certify that the above student Owes GH¢..... /Does not owe

NAME OF CLEARING OFFICER:.....

SIGNATURE AND STAMP.....

DATE:.....

PART I: FINAL APPROVAL FROM THE REGISTRAR’S OFFICE (ASAD) FOR REGISTRAR

This is to certify that the above student Owes GH¢..... /Does not owe

NAME OF CLEARING OFFICER:.....

SIGNATURE AND STAMP.....

DATE:.....