



REGISTRAR ACADEMIC AFFAIRS

CLEARANCE FORM

- 1) All Areas indicated must be filled and to be submitted in duplicate.
- 2) All Section Heads must sign and stamp.

MANDATORY REQUIREMENTS & ATTACHMENTS

1. K.C.S.E. (Original/Copy)
2. ID/Passport (Original/Copy)
3. Fees Statement (Duly signed and stamped)
4. Graduation Regalia Form (Duly signed and stamped)
5. Payment for Graduation/Convocation fee (Bank slip) verified by Accountant, Students' Finance.

PART A: STUDENT'S DETAILS

NAME _____ REG. NO: _____

ID/NO. _____ DEPARTMENT _____

TEL.NO. _____

PART B: ACADEMIC DIVISION

1. Head of Department

Comment _____

Name of Clearing Officer _____

Signature _____ Date _____

2. Librarian

Comment _____

Name of Clearing Officer _____

Signature _____ Date _____

PART C: STUDENTS' AFFAIRS

1. Hostels Officer

Comment _____

Name of Clearing Officer _____

Signature _____ Date _____

2. Dean of Students'

Comment _____



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Dean of Students _____

Signature _____ Date _____

PART D: FINANCE DEPARTMENT

(A) Fees cleared/not cleared (attach current fees statement)

(B) Graduation and Convocation fees paid/Not paid (Receipt No.) _____

Full Names of Accountant _____

Signature: _____ Date _____

PART E: REGISTRAR

Clearance particulars and attachments verified by _____

Name of Clearing Officer _____

Signature: _____ Date _____



REGISTRAR ACADEMIC AFFAIRS
GRADUATION CLEARANCE FORM

PART F: CERTIFICATE SIGNING OUT DETAILS (FOR OFFICIAL USE)

Name of Graduate _____

Date of Graduation _____

Degree/Diploma Programme _____

Certificate Serial Number _____

Date of Collection _____ Signature _____

Registrar Academics _____

Name

Signature