



## UNIVERSITY CLEARANCE FORM

### STUDENT INSTRUCTION:

- Please have this form signed by the designated departments and submit to Academic Office.
- Your Certificates and Full Transcripts will not be released without this Clearance Form.

### STUDENT INFORMATION

Name : \_\_\_\_\_

I/D No. : \_\_\_\_\_ NRIC No. / Passport No. : \_\_\_\_\_

Intake : \_\_\_\_\_ Mobile No. : \_\_\_\_\_ Semester/Year of Graduation : \_\_\_\_\_

Email : \_\_\_\_\_ Programme : \_\_\_\_\_

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

| CLEARANCE DEPARTMENT                                  | PARTICULARS                      |                                      | AUTHORIZATION<br>(Signature, Stamp, Date) |
|---|----------------------------------|--------------------------------------|---|
| LIBRARY   | Cleared <input type="checkbox"/> | Not Cleared <input type="checkbox"/> |   |
| Remarks : _____<br>_____<br>_____                     |                                  |                                      |   |
| STUDENT AFFAIRS-ALUMNI<br>(to fill up tracers study)  | Cleared <input type="checkbox"/> | Not Cleared <input type="checkbox"/> |   |
| Remarks : _____<br>_____<br>_____                     |                                  |                                      |   |
| INTERNATIONAL STUDENT<br>OFFICE (*if foreign student) | Cleared <input type="checkbox"/> | Not Cleared <input type="checkbox"/> |   |
| Remarks : _____<br>_____<br>_____                     |                                  |                                      |   |
| FINANCE   | Cleared <input type="checkbox"/> | Not Cleared <input type="checkbox"/> |   |
| Remarks : _____<br>_____<br>_____                     |                                  |                                      |   |

**ACADEMIC OFFICE**

**Graduation Status :**

Graduated : Pending

Not Complete

Approval

Returning of Robe : Pending

Not Complete

Approval

Other request to hold certificate : Yes

No

Repeat Matrix Card Complete

Not Complete

**Remarks :**

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_  
OFFICER ACADEMIC

**FINAL CLEARANCE:**

Approved to release Certificate

Approved to release Full Transcript/ Partial Transcript

Not Approved

\_\_\_\_\_  
VICE PRESIDENT  
ACADEMIC