



## STUDENT CLEARANCE FORM

Please follow the sequence:

- Part A : Section A (*filled by student*)
- Part B : To obtain the comment and signature from Dean/Head of Programme/Course Coordinator
- Part C : To clear all outstanding matters at the Library
- Part D : To clear all outstanding matters at the Scholarship Unit
- Part E : To clear all outstanding matters at International Student Unit
- Part F : To clear all outstanding matters at the Student Affairs Department
- Part G : To clear all outstanding matters at the Finance Department
- Part H : To clear all outstanding matters at the Academic Management Department
- Part I : Final clearance at the Admission Unit

### PART A: Student's Information

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

Student ID Number: \_\_\_\_\_ Passport Number: \_\_\_\_\_

Programme: \_\_\_\_\_ Nationality: \_\_\_\_\_

Personal E-mail Address: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Scholarship Awarder: \_\_\_\_\_

Reason for Clearance:      Graduation  Withdrawal  Termination  Change of Programme

Signature : \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### PART B: Academic/School - Dean/Head of Programme/Course Coordinator

*[For Office's Use]*

Comment / Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Verified by:**

Signature : \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Position : \_\_\_\_\_

### PART C: Library (*Please make sure you have returned borrowed books and cleared all the debts at the library*)

*(For office's use)*

Items borrowed from library:       Returned       Did not return

Total debt/fine estimated: MYR \_\_\_\_\_

**Verified by:**

Signature : \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Position : \_\_\_\_\_



**PART D: Scholarship Unit**

(For Office's Use)

**Programme Start Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Student Scholarship Coverage**

- Tuition Fee (RM: \_\_\_\_\_)
- Accommodation Fee (up to RM300/month)
- Meal Allowance (up to RM450/month)

Deduction Agreed: RM \_\_\_\_\_

Total Scholarship: RM \_\_\_\_\_

Amount Deducted: RM \_\_\_\_\_

Remarks:

**Verified by:**

Signature : \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Name : \_\_\_\_\_  
 Position : \_\_\_\_\_

**PART E: International Student Unit**

(For Office's Use)

- 1. Departure Flight Ticket
- 2. Visa Shortening Process
- 3. Offer Letter for Further Studies (in Malaysia, *if any*)

Remarks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Repatriation Information**

- 1. Transportation: Land / Air / Sea
- 2. Departure Destination: (from) \_\_\_\_\_ (to) \_\_\_\_\_
- 3. Date of Departure: \_\_\_\_/\_\_\_\_/\_\_\_\_
- 4. Airlines: \_\_\_\_\_ Time: \_\_\_\_\_

**Verified by:**

Signature : \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Name : \_\_\_\_\_  
 Position : \_\_\_\_\_



**PART F: Student Affairs Department**

*(For Office's Use)*

ROOM NUMBER:	ZONE:
<b>ROOM CONDITION (FOR SA USE ONLY)</b>	
<b>CLEANLINESS:</b> Clean <input type="checkbox"/> Unclean <input type="checkbox"/> Remarks: _____ _____	<b>FURNITURES:</b> Good <input type="checkbox"/> Damaged <input type="checkbox"/> Remarks: _____ _____
<b>ELECTRICAL OUTLETS:</b> Working <input type="checkbox"/> Damaged <input type="checkbox"/> Remarks: _____ _____	<b>ROOM KEY:</b> Good <input type="checkbox"/> Missing/ Broken <input type="checkbox"/> Remarks: _____ _____
<b>TOTAL FINE CHARGES</b>  MYR _____	<b>Inspected/Validated by:</b>  Signature : _____ Name: _____ Position: _____ Date: _____

**PART G: Finance Department** *(Please make finance clearance upon only after all the above are cleared)*

*(For Office's Use)*

Comment / Remarks:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Verified by:**

Signature : \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

Position : \_\_\_\_\_



**PART H: Academic Management Department** (Please make AMD clearance upon only after all the above are cleared)

(For Office's Use)

- |   |                          |
|---|--------------------------|
| 1. Collection of Scroll & Transcript  | <input type="checkbox"/> |
| 2. Update Graduate's status in the University's System                          | <input type="checkbox"/> |
| 3. Update ICT on Graduate's account deactivations<br>(Email, ID Card, and etc.) | <input type="checkbox"/> |

Remarks:

\_\_\_\_\_  
\_\_\_\_\_

**Verified by:**

Signature : \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Name : \_\_\_\_\_  
Position : \_\_\_\_\_

**PART I: Admission Unit** (AMD to submit completed clearance form to Admission Unit)

(For Office's Use)

Final Clearance on AIU \_\_\_\_\_

- |   |                          |
|---|--------------------------|
| 1. Update Student Files                   | <input type="checkbox"/> |
| 2. Update Graduate's status in the e-IPTS | <input type="checkbox"/> |

Remarks:

\_\_\_\_\_  
\_\_\_\_\_

**Verified by:**

Signature : \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Name : \_\_\_\_\_  
Position : \_\_\_\_\_