



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:
ROOM CONDITION (FOR SA USE ONLY)	
CLEANLINESS: Clean <input type="checkbox"/> Unclean <input type="checkbox"/> Remarks: _____ _____	FURNITURES: Good <input type="checkbox"/> Damaged <input type="checkbox"/> Remarks: _____ _____
ELECTRICAL OUTLETS: Working <input type="checkbox"/> Damaged <input type="checkbox"/> Remarks: _____ _____	ROOM KEY: Good <input type="checkbox"/> Missing/ Broken <input type="checkbox"/> Remarks: _____ _____
TOTAL FINE CHARGES MYR _____	Inspected/Validated by: 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
(Email, ID Card, and etc.) | <input type="checkbox"/> |
| 4. | For other clearing reasons
(Withdrawal/termination/dismissed, 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 Student's status in the e-IPTS/University's System | <input type="checkbox"/> |

Remarks:

Verified by:

Signature : _____ Date: ____ / ____ / ____
Name : _____
Position : _____