



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 <input type="checkbox"/> Withdrawal <input type="checkbox"/> Termination <input type="checkbox"/> Change of Programme <input type="checkbox"/>
Signature : _____	Date: ____/____/____

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

<i>[For Office's Use]</i>	
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)

<i>(For office's use)</i>	
Items borrowed from library:	<input type="checkbox"/> Returned <input type="checkbox"/> 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

- | | |
|--------------------------|---------------------------------------|
| <input type="checkbox"/> | Tuition Fee (RM: _____) |
| <input type="checkbox"/> | Accommodation Fee (up to RM300/month) |
| <input type="checkbox"/> | 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 | <input type="checkbox"/> |
| 2. | Visa Shortening Process | <input type="checkbox"/> |
| 3. | Offer Letter for Further Studies (in Malaysia, if any) | <input type="checkbox"/> |

Remarks:

Repatriation Information

- Transportation: Land / Air / Sea
- Departure Destination: (from) _____ (to) _____
- Date of Departure: ____/____/____
- Airlines: _____ Time: _____

Verified by:

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



PART F: Student Affairs Department

(For Office's Use)

ROOM NUMBER:		ZONE:	
(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 (for room) MYR _____		Inspected/Verified by: Signature : _____ Name: _____ Position: _____ Date: _____	
PENDING MEDICAL / INSURANCE CHARGES MYR _____			

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
2. Update Graduate's status in the University's System
3. Update ICT on Graduate's account deactivations
(Email, ID Card, and etc.)
4. For other clearing reasons
(Withdrawal/termination/dismissed, and etc.)

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
2. Update Student's status in the e-IPTS/University's System

Remarks:

Verified by:

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