



GRADUAND CLEARANCE FORM

1. GRADUAND DETAILS

(TO BE FILLED IN DUPLICATE)

NAME:.....ADMISSION NUMBER.....ID NO.....
DATE:.....DEPARTMENT.....COURSE.....
PHONE NO.....PARENTS NAME.....PARENT NO.....
DATE OF ADMISSION:.....DATE OF COMPLETION.....
QUALIFICATION ATTAINED.....

NEXT OF KIN DETAILS

NAME.....RELATIONSHIP.....PHONE NO.....
NAME.....RELATIONSHIP.....PHONE NO.....

2. HEAD OF DEPARTMENT

H.O.D REMARKS.....
NAME:.....SIGN:.....STAMP.....

3. EXAMINATION OFFICE

QUALIFICATION ATTAINED FOR GRADUATION.....
PROGRAMME.....LEVEL.....
H.O.D REMARKS.....
NAME:.....SIGN:.....STAMP.....

4. OFFICE OF CAREER SERVICES

GRADUATE TRACER
ARE YOU CURRENTLY EMPLOYED? YES. [] NO. [] IF YES, SPECIFY (SELF-EMPLOYED [] EMPLOYED [])
NAME OF THE COMPANY/ORGANIZATION.....
H.O.D REMARKS.....
NAME:.....SIGN:.....STAMP.....

5. FINANCE OFFICE.

REMARKS ON FEE STATEMENT AND GOWN BOOKING
NAME:.....SIGN:.....STAMP.....

6. OFFICE OF THE REGISTRAR

I. ISSUANCE OF GOWNS

REMARKS.....
STUDENT NAME:.....ADMISSION NO.....ID NO.....SIGN.....
OFFICER'S NAME:.....SIGN:.....STAMP.....DATE.....

II. RETURN OF GOWNS

REMARKS.....
STUDENT NAME:.....ADMISSION NO.....ID NO.....SIGN.....
OFFICER'S NAME:.....SIGN:.....STAMP.....DATE.....

NOTE:

- > THIS FORM MUST BE FILLED BY GRADUAND WHO HAS SUCCESSFULLY COMPLETED THE COURSE.
> COPY OF THIS FORM MUST BE RETURNED TO THE OFFICE OF THE REGISTRAR FOR FINAL CLEARANCE.
> A COPY OF STUDENT CLEARANCE FORM MUST BE ATTACHED TO THIS FORM WHEN COLLECTING YOUR GOWN
> ANY AMOUNT OWED TO THE COLLEGE MUST BE PAID TO THE FINANCE OFFICER BEFORE FINAL CLEARANCE