

APPENDIX VI



**MURANG'A UNIVERSITY OF TECHNOLOGY
OFFICE OF THE REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)**

STUDENT'S CLEARANCE FORM		
Fill in triplicate – 1. Registrar (ASA) 2. Finance 3. Student		
	NAME:(Capitals)	REG. NO
	DEPARTMENT	SCHOOL
	YEAR OF STUDY	ACADEMIC YEAR
1	DEAN OF SCHOOL	CLEARED/NOT CLEARED
	Remarks:	Charge Shs.
	Name and Sign.	Date:
2	CHAIRMAN OF DEPARTMENT	CLEARED/NOT CLEARED
	Remarks:	Charge Shs.
	Name and Sign.	Date:
3	LIBRARY:	CLEARED/NOT CLEARED
	Remarks:	Charge Shs.
	Librarian name and Sign.	Date:
4	SPORTS AND GAMES	CLEARED/NOT CLEARED
	Remarks:	Charge Shs.
	Sports master's name and Sign.	Date:
5	HOUSEKEEPER:	CLEARED/NOT CLEARED
	Remarks:	Charge Shs.
	Housekeeper's name and Sign.	Date:
6	DEAN OF STUDENTS:	CLEARED/NOT CLEARED
	Remarks:	Charge Shs.
	Dean of student's name and signature	Date
7	FINANCE OFFICE:	CLEARED/NOT CLEARED
	Remarks:	Charge Shs. Fees Shs.
	Total Charges 1 to 5 and Outstanding Fees	SHS.
	Students Finance Officer name and Sign	DATE.
8	REGISTRAR (ASA):	CLEARED/NOT CLEARED
	Remarks:	Charge Shs.
	Registrar's name and Sign.	Date:



Notes:

1. The Chairman of Department checks whether the student has covered all units required for programme. The Chairman also ensures that student has returned any equipment from workshops or laboratories and indicates any liability.
2. Library department confirms that the student does not owe the university any book (s) or any other library's information material(s).
3. Sports and Games department clears the students for games attire and equipment
4. Housekeeper clears the student of any liabilities in the halls of residence
5. Dean of student clears the student on social discipline issues
- 6.
7. Finance department clears any outstanding fee obligation and charges levied to the student.
8. Registrar (ASA) checks the form for completeness and receives the University ID.

