



FINAL CLEARANCE FORM

Instructions

- i. Section **ONE** is to be duly completed by the student.
- ii. Section **TWO** is to be signed by the Librarian, Dean of Students, Finance Office, Registrar and Examination’s officer in the order they appear.

SECTION ONE

Name of Student: **Admission No:**

School/Department:

Programme: **Specialization (if any):**

Period of study: From **To**

I confirm that I have no pending obligations with the university.

Sign: **Date:** **Mobile No:**

Student

SECTION TWO

1. LIBRARY

I certify that the above named student has:

- 1. Returned all books and or property belonging to the Riara University Library. loss or damage state item (s) _____ and value KES _____.

Name: **Signed:** **Date:**

Librarian

2. DEAN OF STUDENTS

I certify that the above named student has:

- 1. No pending disciplinary case(s).
- 2. Surrendered all equipment belonging to the university. (In case of loss or damage state item _____ and value KES _____)
- 3. No outstanding balance in the Cafeteria. (In case of any bills, state below KES. _____).
- 4. Registered for Alumni Association.

Name: **Signed:** **Date:**

Dean of Students

3. ICT OFFICE

I certify that the above-named student has no ICT equipment(S) for the University. loss or damage state item (s)_____and value KES_____.

Name: **Signed:** **Date:**
ICT Officer

4. FINANCE / ACCOUNTS

I certify that the above named student has paid all outstanding charges owing to the University and is hereby cleared to receive all Certificates and Testimonials.

Name: **Signed:** **Date:**
Finance

5. REGISTRAR - ACADEMIC AFFAIRS

I certify that the above named has:

- i. Completed all Degree/Diploma/Certificate requirements as per his/her major.
- ii. Cleared of all University obligations
- iii. Handed in the student ID Card

Name: **Signed:** **Date:**
Registrar Academics

6. EXAMINATION'S OFFICER

I certify that the above named has:

- i. Cleared of all University obligations
- ii. He/she is entitled to receive Degree Certificate and any Testimonials.
- iii. Handed over the complete gown

Name: **Signed:** **Date:**
Examination officer