



OFFICE OF THE ACADEMIC REGISTRAR

Graduation Clearance Form – October 3rd, 2026

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A) Student Details

- i) Name:
- ii) Registration Number:
- iii) Programme of Study:
- iv) Faculty/School:
- v) Contact:Date of birth

B) Clearance Sections

	Office/Department	Requirement	Signature & Stamp	Date
1	Head of Department	Confirmation of academic obligations (labs, reports, equipment)		
2	Dean of Faculty	Confirmation of academic obligations		
3	Finance Department	Settlement of all tuition and functional fees		
4	University Library	Return of all borrowed books/materials		
5	Dean of Students	Clearance on accommodation, welfare, and discipline		
6	Academic Registrar	Verification of academic records and correctness of names		

C) Final Certification

I hereby certify that the above-named student has fulfilled all clearance requirements and is eligible for inclusion in the graduation list of 3rd October 2026.

Name & Signature of Academic Registrar:

Date: **Stamp:**.....