

**FINAL CLEARANCE FORM**

**Instructions**

- i. Section **ONE** is to be duly completed by the student.
- ii. Section **TWO** is to be signed by the Dean of Students, Finance Office and Registrar – Academic Affairs 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.  Returned all books and or property belonging to the Riara University Library. (In case of loss or damage state item (s) \_\_\_\_\_ and value KES \_\_\_\_\_).
2.  No pending disciplinary case(s).
3.  Surrendered all equipment belonging to the university. (In case of loss or damage state item \_\_\_\_\_ and value KES \_\_\_\_\_).
4.  No outstanding balance in the Cafeteria. (In case of any bills, state below KES. \_\_\_\_\_).
5.  Registered for Alumni Association.

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

*Dean of Students*

*Dean of Students*

3. 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*

4. 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
- iv.  Handed over the complete gown
- iv.  He/she is entitled to receive Degree Certificate and any Testimonials.

Name: .....

Signed: .....

Date: .....

*Registrar Academics*

5. 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.

Name: .....

Signed: .....

Date: .....

*Exams office*