



CHRISTIAN SERVICE UNIVERSITY COLLEGE
REGISTRAR'S OFFICE
(ACADEMIC AND STUDENTS' AFFAIRS UNIT)
CLEARANCE FORM

Instructions

1. Officers should use their official stamps
2. Testimonials, certificates and transcripts will be issued to only students who have completed their clearance process and have submitted their student's identity cards
3. Forms that have been completed (from part A to H) should be sent to the academic office for the collection of certificates
4. Tick where necessary

PART A: TO BE COMPLETED BY STUDENT

Name of Student

Programme Specialization

Telephone Email

Index No Resident Non-Resident

Student's Account No Year of Admission Year of Completion.....

PART B: TO BE COMPLETED BY HEAD OF DEPARTMENT

Student has completed his/her course of study and has no liability with the department.

Cleared Not cleared

Comments (if any)

.....

Signed / Stamped by (head of department) Date

Name of head of department

PART C: TO BE COMPLETED BY DEAN OF GRADUATE SCHOOL (FOR MASTERS STUDENTS ONLY)

Student has submitted final copies of his/her thesis to Graduate School

Cleared Not cleared

Comments (If any)

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Signed / Stamped by Dean of Graduate School Date

Name of Dean of Graduate School

PART D: TO BE COMPLETED BY LIBRARIAN

Student does not owe the library

Student owes the library the following material(s)

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Student must pay a fine of GH¢

Cleared Not cleared

Signed / Stamped by librarian

Date

Name of librarian.....

PART E: TO BE COMPLETED BY FINANCE DEPARTMENT

Student owes CSUC Amount: GH¢

Student does not owe CSUC

Signed/Stamped by accountant

Date

Name of accountant

PART F: TO BE COMPLETED BY ESTATE SECTION

Cleared Not cleared Reasons if not cleared

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Signed/Stamped by Assistant Estate Officer

Date

PART G: TO BE COMPLETED BY THE HOSTEL UNIT

Cleared Not cleared Reasons if not cleared

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Signed/Stamped by Hostel Manager

Date

Name of Hostel Manager

PART H: TO BE COMPLETED BY ACADEMIC SECTION

ID (Card Submitted) Cleared Not cleared

Signed / stamped by Assistant Registrar (Academic)

Date

Name of Assistant Registrar Academic

