

CSU



*Excellence with
Integrity*



CHRISTIAN SERVICE UNIVERSITY
REGISTRAR'S OFFICE
(Academic And Students' Affairs Unit)

GRADUATION CLEARANCE FORM

Instructions

1. Graduands should pay all fees due them before the graduation
2. Graduands should submit copy of the National ID card (Voters ID, Ghana Card, Drivers License, Passport) for collection of certificate
3. Graduands should complete part "A" of the form.
4. Tick where necessary

PART A: TO BE COMPLETED BY STUDENT

.....
Name of Student

.....
Student I.D. No.

.....
Telephone Number

.....
Email

.....
Programme

.....
Specialization

Resident ☐

Non-Resident ☐

.....
Year of Admission

.....
Year of Completion

.....
Signature

.....
Date

PART B: TO BE COMPLETED BY FINANCE DEPARTMENT

The student does not owe Christian Service University

.....
Signed/Stamped by Accountant

.....
Date

Name of accountant

PART C: TO BE COMPLETED BY ESTATE SECTION

The student has returned all items taken from us for the purpose of this graduation ceremony and is therefore cleared to receive his or her certificate

.....
Signed/Stamped by Estate Officer

.....
Date

.....
Name of Estate Officer

PART D: TO BE COMPLETED BY ACADEMIC SECTION

Copy of any verified ID Card Submitted

CSU Student ID Card: ☐

Pasport: ☐

Drivers License: ☐

Ghana Card: ☐

Voters ID Card: ☐

.....
Signed / stamped by Assistant Registrar (Academic)

Date

.....
Name of Assistant Registrar (Academic)