

CSU



*Excellence with
Integrity*



CHRISTIAN SERVICE UNIVERSITY
OFFICE OF THE REGISTRAR
(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, Driver's 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

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 GRADUATE SCHOOL (GRADUATE STUDENTS ONLY)

The student satisfied all requirement and submitted his/her final thesis/dissertation

.....
Signed/Stamped by Dean of Graduate School

.....
Date

.....
Name of Dean

PART E: TO BE COMPLETED BY ACADEMIC SECTION

Copy of any verified ID Card Submitted

CSU Student ID Card
Driver's License
Voters ID Card

Passport
Ghana Card

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

.....
Date

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