



# Admas University

## OFFICE OF THE REGISTRAR CLEARANCE /WITHDRAWAL FORM

### Clearance/Withdrawal

1. A student registered for the university programmed may withdraw for academic or non- academic reasons. A student who finds it necessary to withdraw for the university must do so officially to maintain good standing and eligibility for honorable dismissal and for possible re-admission.
2. Complete withdrawal procedures are outlined below. Where it is impossible to do this in persons, it must be done by a letter accordingly signed by the student or a person designated by the student. A student who withdraws for non-academic reasons can apply for a readmission.
3. A student must have adequate reasons for withdrawal and for subsequent readmission.
4. A student who withdraws for the University after completing one semester or more shall apply to the Office of the Registrar.
5. **PROCEDURES:**
  - 5.1. Complete part I of this form
  - 5.2. Obtain the signature in part II
  - 5.3. Fill in the withdrawal form in duplicate (three copies)
  - 5.4. Return this form to the Registrar's Office not later than two weeks after your absence from class.

This form becomes part of your of permanent file and record

### **PART I**

- 1.1. Full Name Eman Hashim Grand father's Name Mohammed ID.NO. 8385/15  
1.2. Department Computer science  
1.3. Last Class Attended \_\_\_\_\_ 1.4. Reason For Withdrawal finished 1.5. Date 3-08-2019  
1.6. Address A.A Telephone 0922 42 0131 e-mail emankashim42@gmail.com

### **PART II.** To be filled by registrar Office before the students rounding for clearance

Please write the level of completion here stated below.

\*TVET: - LEVEL I ☐ LEVEL II ☐ LEVEL III ☐ LEVEL IV ☐

\*If transferred from other institution: Time of duration in our university is \_\_\_\_\_ Year or \_\_\_\_\_ Months

\* Degree: - Takes Total Credit Hours \_\_\_\_\_ and total lab \_\_\_\_\_

\* Name and Signature of Registrar Officer's Markos K/Work

### **PART III** A Student must be cleared on their sequential order on these offices stated below

- 2.1. Store (Graduates only) Mulugeta T.  
2.2. Campus Cashiers Zulu  
2.3. Central Finance Office \_\_\_\_\_  
2.4. Department Head Hagos G.  
2.5. Library (Chief of Circulation) Girma B.

Submitted to Registrar office on date \_\_\_\_\_ SEAL \_\_\_\_\_

