



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

A. M. E. C. E. A

Office of the Registrar

Students' Clearance Form

P. O. Box 62157

Nairobi, 00200, Kenya

Telephone: 020-891601-6

Fax: 254-020-891261

E-mail: registrar@cuea.edu

Website: www.cuea.edu

Campus: LANGATA ☐ KISUMU ☐ GABA-ELDORET ☐

Name of Student: _____

Reg. No: _____

Faculty: _____

Department: _____

Course: e.g. Certificate/Bachelor/Master/PhD in _____

Combination /Specialization _____

Programme (e.g. 4 Yr, 3 Yr, 2 Yr, 1 Yr) _____

Mode of Study: Day _____ Evening _____ School Based _____ weekend _____

Reason for Clearance

- i) Transfer ☐
- ii) Completion ☐
- iii) Withdrawal ☐
- iv) Others _____

	Department	Clearing Officer	Signature	Date	Remarks
1.	Head of Department				
2.	Library Department				
3.	Dean of Students' Office				
4.	Finance Office				
5.	Registrar's Office				

Note:

1. The Head of Department checks that the student has fulfilled the academic requirements i.e. completed the required number of units, all core units and any other liability in the Department.
2. The Library Department confirms that the student does not owe the University any book(s) or any other library information material(s)
3. Dean of Students' Office confirms that the student has been cleared from the Sports Section and any other area on welfare, and that the student does not have any academic or non academic disciplinary issues.
4. The Finance Office plays a central role in obtaining information from the Infirmary section which confirms that the students do not owe the University any medical bill and the Catering and Housekeeping which confirm that resident students have cleared with the university.

Finance Department confirms that the student has been cleared of any liabilities to the University and has paid all fees.

5. The University Registrar checks the form for complete clearance by other relevant departments, receives the student's school ID card, records, files the clearance form and issues a clearance note to the student confirming surrender of the clearance form to the University.

CUEA/DVC/Reg/CF/006