

# 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-ELDOROT ☐

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				

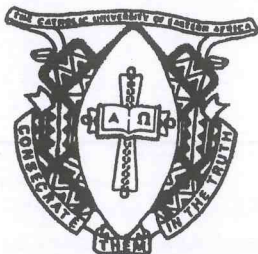
### Note:

- 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.
- The Library Department confirms that the student does not owe the University any book(s) or any other library information material(s)
- 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.
- 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.

- 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



# THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

A. M. E. C. E. A

Alumni Relations Department (ARD)

P.O. Box 62157

00200 – City Square

Nairobi - Kenya

Tel: 254-20-891601-6

Mobile: +254-721383533

Fax: 254-20-891084

E-mail: [alumnioffice@cuea.edu](mailto:alumnioffice@cuea.edu)/  
[alumniquea@gmail.com](mailto:alumniquea@gmail.com)

“Building the Premier CUEA Alumni Association”

Dear Finalist,

## Re. Introduction to CUEA Alumni Network and Request for Personal Information

Congratulations as you take the last steps in your academic journey. You are joining a network of successful CUEA alumni. To sign up for the alumni network:

- 1) Take approximately 2 minutes to fill up the personal data form below.
- 2) For those seeking employment, internship or attachment opportunities provide ARD with your CV as an email attachment to: [alumniquea@gmail.com](mailto:alumniquea@gmail.com) and update it regularly. The CV should indicate graduation date and expected grade (e.g. 1<sup>st</sup> Class Honours, 2<sup>nd</sup> Upper Division Honours...). Kindly furnish ARD with job and career opportunities info to benefit other alumni.

As you join the job market or continue with your work, make real the following CUEA Alumni core values: *Integrity, Faith, Intellectual Freedom, Excellence, Service, Diversity, Mutual Respect and Stewardship*. In addition, your alma mater seeks the lasting *mutual partnership with you in pursuance of knowledge, research and community service*.

You remain a treasured member and ambassador of the Catholic University of Eastern Africa academic family.

Thank you and best regards!

Serving the Alumni Fraternity,

Kinyanjui Nicholas Mwaura

Head Alumni Relations

Office Location: visit the Alumni Relations Department Office at Tzadua Hall Basement.

Please provide the following personal information (if the spaces provided are not enough use the space below to add more information)

- (i) Reg. No. \_\_\_\_\_
- (ii) Name: \_\_\_\_\_
- (iii) Nationality: \_\_\_\_\_
- (iv) E-mail(s): \_\_\_\_\_
- Website: \_\_\_\_\_
- (v) Mobile Number(s): \_\_\_\_\_
- (vi) Landline Number(s): \_\_\_\_\_
- (vii) Postal Address: \_\_\_\_\_
- Physical Address: \_\_\_\_\_
- (viii) Year of graduation and Specialization (E.g. B.Com. Finance Option or B.Ed. Eng/Lit etc. \_\_\_\_\_
- (ix) Current occupation(s): \_\_\_\_\_ Company/Institution: \_\_\_\_\_
- (x) I have been a member of \_\_\_\_\_ club(s)/association (using the space provided indicate if you held any leadership position in the club(s) \_\_\_\_\_
- (xi) Others (please specify) \_\_\_\_\_

Thank you for updating your profile

CUEA DVC ADM/ALM/01/fm01