

## **Section 14**

### **STUDENT CLEARANCE**

- 14.1** Submission of a completed *Student Clearance Form* is a strict requirement to all enrolled and non-enrolled (graduates, non-graduates, and postgraduates) students upon filing of request for any official school records at the OUR as proof that a student is cleared from all his/her administrative accountabilities and other financial obligations to the University.
- 14.2** Beginning school year 2012-2013, the OUR has used a centralized clearance system for all graduates with undergraduate and graduate degrees. However, the old procedure is still being followed by graduates of March 2011 and below. The steps of this old procedure are outlined below:
- 14.2.1** Student fills out the *Student Clearance Form* available at the OUR.
  - 14.2.2** Student proceeds to secure the signatures of the unit heads indicated in the form.
  - 14.2.3** Once completed, the student presents the clearance to the OUR so that the amount to be paid for the documents requested may be indicated.
  - 14.2.4** Student goes to the cashier to settle the fees and goes back to the OUR to present the official proof of payment/receipt.
  - 14.2.5** The clerk in-charge stamps the release date of the document requested on the duplicate copy of the clearance.