



KARATINA UNIVERSITY

OFFICE OF THE REGISTRAR

STUDENT CLEARANCE FORM

This form has to be handed over to the Dean of Students office for onward transmission to the Registrar (Academic) after completion.

FILL AND DELETE AS APPROPRIATE

Part A to be completed by the Student

Part B1 to be completed by the Head of Department

Part B2 to be completed by the Dean of School

Part B3 to be completed by the Librarian in Charge

Part B4 to be completed by the Hostels Officer

Part B5 to be completed by the Games Tutor

Part B6 to be completed by the Dean of Students

Part B7 to be completed by the Catering Officer

Part B8 to be completed by the Finance Officer

Part C to be completed by the Registrar (Academic)

Part D to be filled before processing of the certificate

PART A: TO BE COMPLETED BY THE STUDENT

Name of student: _____

(Surname)

(Other names)

Registration _____ School _____

Department _____ Room No. _____

Hostel _____ Home address & Tel. No. _____

PART B1: HEAD OF DEPARTMENT

- i. I certify that all records have been checked and the following items are in possession.

	Value	Kshs.	Cts.
1			
2			
3			

Total value of outstanding possession in Kshs. _____

- ii. There is nothing outstanding against _____
- iii. Head of Department _____ signature _____

Date _____ Rubber Stamp _____

PART B2: DEAN OF SCHOOL

- i. I certify that all records have been checked and the following are still in possession

	Value	Kshs.	Cts.
1			
2			
3			

Total value of outstanding possession in Kshs. _____

- ii. There is nothing outstanding against _____
- iii. Dean _____ signature _____

Date _____ rubber stamp _____

PART B3: LIBRARIAN

- i. I certify that all records have been checked and the following are still in possession

	Value	Kshs.	Cts.
1			
2			
3			

Total value of outstanding possession in Kshs. _____

- ii. There is nothing outstanding against _____

- iii. Librarian _____ signature _____

Date _____ rubber stamp _____

PART B4: HOSTELS OFFICER

- i. I certify that all records have been checked and the following are still in possession

	Value	Kshs.	Cts.
1			
2			
3			

Total value of outstanding possession in Kshs. _____

- ii. There is nothing outstanding against _____

- iii. Hostels _____ signature _____

Date _____ rubber stamp _____

PART B5: GAMES TUTOR

- i. I certify that all records have been checked and the following are still in possession

	Value	Kshs.	Cts.
1			
2			
3			

Total value of outstanding possession in Kshs. _____

- ii. There is nothing outstanding against _____

- iii. Games Tutor _____ signature _____

Date _____ rubber stamp _____

PART B6: DEAN OF STUDENTS

- i. I certify that all records have been checked and the following are still in possession

	Value	Kshs.	Cts.
1			
2			
3			

Total value of outstanding possession in Kshs. _____

- ii. There is nothing outstanding against _____

- iii. Dean of Students _____ signature _____

Date _____ rubber stamp _____

PART B7: CATERING OFFICER

- i. I certify that all records have been checked and the following are still in possession

	Value	Kshs.	Cts.
1			
2			
3			

Total value of outstanding possession in Kshs. _____

- ii. There is nothing outstanding against _____

- iii. Catering Officer _____ signature _____

Date _____ rubber stamp _____

PART B8: FINANCE OFFICER

The student owes/does not owe any outstanding possession to the following departments

(delete as applicable)

1. Department _____
2. School _____
3. Library _____
4. Hostels _____
5. Catering _____
6. Games _____
7. Registrar (Academic) _____
8. Finance Officer _____

Total _____

The payment has been paid Date _____ Receipt No. _____

Confirmed by _____

Finance Officer

Rubber stamp

PART C: REGISTRAR (ACADEMIC)

- i. I certify that all records have been checked and the following are still in possession

	Value	Kshs.	Cts.
1			
2			
3			

Total value of outstanding possession in Kshs. _____

- ii. There is nothing outstanding against _____

- iii. Registrar- Academic _____ signature _____

Date _____ rubber stamp _____

PART D: FOR OFFICIAL USE ONLY

COMMENTS BY THE REGISTRAR (ACADEMIC) (To be filled before issuance of the certificate)

- a) There is no claim against the student
- b) There is claim which has to be settled by the student and the Finance Officer should confirm as soon as it is paid.

Name: _____

Registrar (Academic)

Signature

Date&Stamp