



CHRISTIAN SERVICE UNIVERSITY COLLEGE
REGISTRAR'S OFFICE
(ACADEMIC SECTION)
CLEARANCE FORM

Instructions

1. Officers should use their official stamps
2. Testimonials, certificates and transcripts will be issued to only students who have completed their clearance process and have submitted their student's identity cards
3. Forms that have been completed (from part A to H) should be sent to the academic office for the collection of certificates
4. Tick ☐ where necessary

PART A: TO BE COMPLETED BY STUDENT

Name of Student

Programme Specialization

Telephone Email

Index No ☐ Resident ☐ Non-Resident

Student's Account No Year of Admission Year of Completion.....

PART B: TO BE COMPLETED BY ALUMNI PRESIDENT

Cleared ☐ Not cleared ☐

.....
Signed/stamped by Alumni President

.....
Date

Name of alumni president

PART C: TO BE COMPLETED BY HEAD OF DEPARTMENT

Student has completed his/her course of study and has no liability with the department.

Cleared ☐ Not cleared ☐

Comments (if any)

.....
Signed / Stamped by (head of department)

.....
Date

Name of head of department

PART D: TO BE COMPLETED BY LIBRARIAN

Student does not owe the library ☐

Student owes the library the following material(s)

.....

Student must pay a fine of GH¢

Cleared ☐ Not cleared ☐

Signed / Stamped by librarian

Date

Name of librarian.....

PART E: TO BE COMPLETED BY FINANCE DEPARTMENT

Student owes CSUC ☐ Amount: GH¢

Student does not owe CSUC ☐

Signed/Stamped by accountant

Date

Name of accountant

PART F: TO BE COMPLETED BY ESTAT SECTION

Cleared ☐ Not cleared ☐ Reasons if not cleared

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Signed/Stamped by chief estate assistant

Date

PART G: TO BE COMPLETED BY THE HOSTEL UNIT

Cleared ☐ Not cleared ☐ Reasons if not cleared

.....

Signed/Stamped by Hostel Manager

Date

PART H: TO BE COMPLETED BY ACADEMIC SECTION

ID (Card Submitted)

Cleared ☐

Not cleared ☐

Signed / stamped by Assistant Registrar (Academic)

Date

Name of Assistant Registrar Academic