To be filled up by student:

Name: ________________________________   Field of Study: ____________________________   ID Number: ___________________

Please obtain manual clearance from the following unit:

**Student Accommodation Office:** ________________

- Room no.: ___________ Room keys returned on (date) ________________________________

- Rental: ___________________________ ERP# ___________________________ Date: ___________

- Electricity: ______________________ ERP# ___________________________ Date: ___________

- Service charge: __________________ ERP# ___________________________ Date: ___________

- UIA: ______________________________ ERP# ___________________________ Date: ___________

Signature of Student ___________________________ Date: ___________________________

Registry Staff In-charge ___________________________ Date: ___________________________

**Note to students:**

- Please submit this completed clearance form to the Registry Office on or before the specified deadline. Your academic records will not be released without the submission of this clearance form.

Revised: 2 Sept. 2016