Asian Institute of Technology

STUDENT CLEARANCE FORM

To be filled up by student:

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

Please obtain clearance from the following units:

**School:**

Advisor ____________________________________________________

Laboratory Supervisor ________________________________________

Field of Study Coordinator _____________________________________

**Library:** _______________________________________________________________________

**Student Accommodation Office:** ____________________________

Room no.___________ Room keys deposit: ________________________

Room keys returned on (date) ____________________________

Rental: ____________________________ ERP# ____________________________ Date: __________________

Electricity: ____________________________ ERP# ____________________________ Date: __________________

Service Charge: ____________________________ ERP# ____________________________ Date: __________________

**ITServ:** [ ] Lap-top subsidy  [ ] UIA  [ ] Others, specify ____________________________ Date ______________

**Finance Department:**

Sr. Accountant ____________________________________________________

Head, Finance ____________________________________________________

[ ] All outstanding charges have been paid (tuition and fees, accommodation fines/utilities, etc.);

[ ] Any refunds to students have been made.

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: 28 July 2014