



THE CO-OPERATIVE UNIVERSITY OF KENYA
OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

STUDENT'S CLEARANCE FORM

A. INSTRUCTIONS

DATE: _____

1. To be completed on completion/termination of studies and change of Campus;
2. Fill the form in triplicate; Student to retain a copy, submit a copy to Examinations Section and one copy to Admissions Registry;
3. Surrender your student's Identity card as you clear with Examinations Section.

B. STUDENT'S DETAILS

NAME: _____ YEAR OF STUDY: _____

REG.NO: _____ ID NO: _____

PROGRAMME OF STUDY: _____

SCHOOL/DIRECTORATE/CAMPUS: _____

TEL NO: _____ EMAIL ADDRESS: _____

C. Clear with the Following Departments/Sections:

1)	CHAIRPERSON OF DEPARTMENT		
	Remarks:		
	<i>(Name of officer):</i>	<i>(Signature)</i>	<i>(Date/Stamp)</i>
2)	SCHOOL/DIRECTORATE/CAMPUS		
	Remarks:		
	<i>(Name of officer):</i>	<i>(Signature)</i>	<i>(Date/Stamp)</i>
3)	LIBRARY		
	Remarks:		
	<i>(Name of officer):</i>	<i>(Signature)</i>	<i>(Date/Stamp)</i>
4)	CATERING SECTION		
	Remarks:		
	<i>(Name of officer):</i>	<i>(Signature)</i>	<i>(Date/Stamp)</i>



5)	HOUSEKEEPING SECTION		
	Remarks:	<i>(Signature)</i>	<i>(Date/Stamp)</i>
	<i>(Name of officer):</i>		
6)	UNIVERSITY DISPENSARY		
	Remarks:	<i>(Signature)</i>	<i>(Date/Stamp)</i>
	<i>(Name of officer):</i>		
7)	SPORTS AND GAMES		
	Remarks:		
	<i>(Name of officer):</i>	<i>(Signature)</i>	<i>(Date/Stamp)</i>
8)	STUDENTS GOVERNING COUNCIL		
	Remarks:		
	<i>(Name of officer):</i>	<i>(Signature)</i>	<i>(Date/Stamp)</i>
9)	DEAN OF STUDENTS		
	Remarks:		
	<i>(Name of officer):</i>	<i>(Signature)</i>	<i>(Date/Stamp)</i>
10)	REGISTRAR (AA) OFFICE		
	Remarks:		
	<i>(Name of officer):</i>	<i>(Signature)</i>	<i>(Date/Stamp)</i>
11)	STUDENTS FINANCE OFFICE		
	Remarks:		
	<i>(Name of officer):</i>	<i>(Signature)</i>	<i>(Date/Stamp)</i>
12)	EXAMINATION OFFICE		
	Remarks:		
	<i>(Name of officer):</i>	<i>(Signature)</i>	<i>(Date/Stamp)</i>

