



UTVC/REG/GRAD/0009

REF NO _____

OFFICE OF THE REGISTRAR ACADEMICS

GRADUATION CLEARANCE FORM

INSTRUCTIONS:

- a) This form must be completed in **duplicate** (Original for the Registrar Academics and a copy for Student/Graduand).
- b) All sections must be signed and officially stamped by the respective heads of departments.
- c) Incomplete forms will result in the removal of the student's name from the Final Graduation List.
- d) Graduands to ensure that the name used, matches the one used during registration.

SECTION 1: CANDIDATE INFORMATION

Full Name: _____

Admission No: _____ National ID No: _____

Course: _____

Department: _____ Year of admission: _____ Year of Completion: _____

Current Phone No: _____ Email: _____

Indicate the Level of Study: _____ if CBET, show the number of units done _____

SECTION 2: DEPARTMENTAL & UNIT CLEARANCE

(For the case of KNEC, please provide the following set of information :)

Number of unit/s done: Module 1: _____ Module 2: _____ Module 3: _____

Confirm if the trainee is holding any departmental item. Yes [] No []

(For the case of CBET, Cyle 1, 2 and Modularized), provide the following set of information :)

Indicate the number of units in which the graduand attained competence _____

Indicate the total number of units for the level of qualification _____

Indicate the score that the graduand attained during mentorship: _____

HOD's Remarks. (Tick appropriately) Cleared [] Not Cleared []

Name _____ Date _____ Sign _____

SECTION 3: FINANCE & ACCOUNTS CLEARANCE

The candidate must have a zero balance including the Graduation Fee.

Total Fees Paid: KSh _____

Outstanding Balance: KSh _____

Graduation Fee Receipt No: _____ Amount Paid _____

Finance Officer Name: _____ Signature/Stamp: _____

SECTION 4: REGISTRAR ACADEMICS

Final verification of internal admission records and certificate name spelling

Status: [] Cleared for Graduation [] Pending (Reason: _____)

Registrar Name: _____ Signature/Stamp: _____

SECTION 5: STUDENT DECLARATION

I, _____, certify that the information provided above is correct. I understand that any false declaration or failure to return college property will lead to the withholding of my certificate and transcripts.

Student Signature: _____ Date: _____