



# MASENO UNIVERSITY

OFFICE OF THE DEPUTY REGISTRAR – ACADEMIC & STUDENT AFFAIRS

## STUDENTS CLEARANCE FORM

### A. PERSONAL DETAILS

Name.....

Registration Number.....

National Identity Card.....

Reason(s) for Leaving.....

.....

Signature.....Date.....

### B. SCHOOL DETAILS

Name of the School.....

Name of the Dean.....

Comments.....

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Signature.....Date.....

### C. DEPARTMENTS WITHIN THE SCHOOL

(e.g. Geography, Zoology e.t.c)

(1).Department.....Name of Head.....

Comments.....

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Signature.....Date.....

(2).Department.....Name of Head.....

Comments.....

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Signature.....Date.....

(3).Department.....Name of Head.....

Comments.....

.....

Signature.....Date.....  
 (4).Department.....Name of Head.....  
 Comments.....  
 .....  
 Signature.....Date.....

(5).Department.....Name of Head.....  
 Comments.....  
 .....  
 Signature.....Date.....

**D. TEACHING PRACTICE OR INDUSTRIAL ATTACHMENT CENTRE**

Name of Clearing Officer.....  
 Comments.....  
 .....  
 Signature.....Date.....

**E. DEAN OF STUDENTS OFFICE**

Name of Clearing Officer.....  
 Comments.....  
 .....  
 Signature.....Date .....

**F. GAMES DEPARTMENT**

Name of Clearing Officer.....  
 Comments.....  
 .....  
 Signature.....Date .....

**G. HEALTH SERVICES OFFICE**

Name of Clearing Officer.....  
 Comments.....  
 .....  
 Signature.....Date .....

**H. HOSTELS DEPARTMENT**

Name of Clearing Officer.....  
 Comments.....  
 .....

Signature.....Date .....

**I. CATERING OFFICE (CUTLERY E.T.C)**

Name of Clearing Officer.....

Comments.....

Signature.....Date .....

**J. LIBRARY (SURRENDER OF LIBRARY BOOKS, BORROWING TICKETS, ANY BOOKS LOST E.T.C)**

Name of Clearing Officer.....

Comments.....

Signature.....Date .....

**K. LIBRARY (SCHOOL OF GRADUATE STUDIES)**

Name of Clearing Officer.....

Comments.....

Signature.....Date .....

**L. FINANCE DEPARTMENT**

Name of Clearing Officer.....

Comments.....

Signature.....Date .....

**M. ACADEMIC REGISTRAR'S OFFICE**

Name of Clearing Officer.....

Comments.....

Signature.....Date .....