



CLEARANCE FORM

This form shall be completed and submitted to the Office of the Registrar when a student intends to withdraw completely or graduate from ADPOLY

❖ **To be completed by the Student:**

Student Name		Program	
ID		Academic Year/Semester	
Contact No.		Campus	Abu Dhabi <input type="checkbox"/> Al Ain <input type="checkbox"/>
Sponsor: Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, provide the final clearance from Sponsor) Date: _____			

Reason of completing clearance form: Graduation Other

PARENT/GARDIAN SIGNATURE _____

STUDENT SIGNATURE _____

❖ **To be completed by the College Departments:**

This is to certify that Mr./Ms. _____ has cleared all his/her dues and records with the following Departments:

Sr.	Item/Name of Department	Name of the Official	Date	Remark	Signature
1	Locker Key (Facilities Management)				
2	Accommodation (Facilities Management)				
3	Student ID Card (Student Services)				
4	Library				
5	Information Technology (IT)				
6	Finance (Student Services)				
7	Exit Interview (Student Services)				
8	Visa for International Students (Public Relations)				
9	Volunteering Hours (_____ hrs.) (Student Services)				
10	Log Book for Al Ain Campus Students (Academic Department)				
11	Pre-Employment Workshop (Student Services)				
12	Graduate Contact Form (Student Services)				
13	CV (Student Services)				
14	Exit Survey and Exit Exam (ISET Graduates and Alumni Coordinator)				

❖ **Official Use – Office of the Registrar**

Remark: _____

Date of Process: _____

Staff Name: _____

Signature _____

Date: _____

Document type:	ADPOLY – Student Services Form	Revision No:	4
Document No:	SS-CLEF-1	Revision Date:	12 May 2022