



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 FCHS

❖ **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"/> Ajman <input type="checkbox"/> Al Dhafra <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 | Student ID Card (Student Services) | | | | |
| 3 | Library | | | | |
| 4 | Information Technology (IT) | | | | |
| 5 | Finance (Student Services) | | | | |
| 6 | Exit Graduation Survey (Student Services) | | | | |
| 7 | Visa for International Students (Public Relations) | | | | |
| 8 | Volunteering Hours (_____ hrs.) (Student Services) | | | | |
| 9 | Pre-Employment Workshop (Student Services) | | | | |
| 10 | Graduate Contact Form (Student Services) | | | | |
| 11 | CV (Student Services) | | | | |

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

Remark: _____

Date of Process: _____

Staff Name: _____

Signature _____

Date: _____