

Clearance Form

(To be completed by students whom have completed studies or withdrawn from Imperia's programmes/ college)

ATTENTION

Please fill up all parts before submitting to Admission & Records Unit.

A. PERSONAL PROFILE

1. Name: _____ 4. Intake (Month-Year): _____
2. Identity Card No: _____ 5. Student ID: _____
3. Programme: _____ 6. Sponsor/Loan: _____

B. VERIFICATION FROM RELATED DEPARTMENTS.

Please obtain verification from each department.

1. Head of Department

Officer's Name: _____ Official Stamp: _____
Signature: _____ Date : _____

2. Library

(Please make sure all books have been returned)

Officer's Name: _____ Official Stamp: _____
Signature: _____ Date : _____

3. Finance

(Please make sure payments have been settled)

Officer's Name: _____ Official Stamp: _____
Signature: _____ Date : _____

C. FOR OFFICE (RECORDS) USE

This is to verify that this student left Imperia College on: _____ due

to : Complete Study / Other Offer / Personal reasons / Health reasons / Others: _____

Signature : _____
Officer's Name : _____
Date : _____

Official Stamp