



## CLEARANCE

**INSTRUCTION:**

A student who is graduating, transferring, leaving the University or applying for employment is required to accomplish this clearance form in six (6) copies.

Student Number	Last Name	First Name	Middle Name	Course and Year

Home Address : \_\_\_\_\_  
Telephone Number : \_\_\_\_\_  
Cellphone Number : \_\_\_\_\_  
Number of Semester in VSU: \_\_\_\_\_ [ ] Graduating [ ] Not Graduating  
Date Admitted in VSU : \_\_\_\_\_ Last term enrolled in VSU: \_\_\_\_\_

Date: \_\_\_\_\_

**The University President**

Visayas State University  
Visca, Baybay City, Leyte

Sir:

I am passing this clearance to find out and settle all my academic, monetary, property responsibilities and administrative/disciplinary cases to this University.

\_\_\_\_\_  
Signature of Academic Adviser  
Over Printed Name

\_\_\_\_\_  
Signature of Student

**REASONS FOR CLEARING**

[ ] Graduating(Specify degree/  
course)\_\_\_\_\_  
[ ] Can't get along with students  
[ ] Can't get along with teachers  
[ ] Death of parent or guardian

[ ] Financial difficulty  
[ ] Low academic grades  
[ ] Poor/Failing health  
[ ] Find academic work difficult

[ ] Accepting an outside job  
[ ] Other reasons (write below)  
\_\_\_\_\_  
\_\_\_\_\_

**WE CERTIFY THAT** this student is cleared of academic, monetary, property and administrative/disciplinary cases/responsibilities.

**Signature Over Printed Name**

1. \_\_\_\_\_  
Department Head

4. VICENTE A. GILOS  
University Librarian

7. \_\_\_\_\_  
Dean of Students

2. \_\_\_\_\_  
College Dean  
(for Undergraduate Students only)

5. \_\_\_\_\_  
University Accountant

8. \_\_\_\_\_  
University President

3. \_\_\_\_\_  
Graduate School Dean  
(for Graduate Students only)

6. \_\_\_\_\_  
University Registrar

Distribution of copies: 1-Registrar, 1-Student, 1-Dean of Students, 2-Accounting, 1-College Dean