



UNIVERSITI
TEKNOLOGI
PETRONAS

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CLEARANCE FORM

A. STUDENTS' DETAILS

NAME		IC/PASSPORT NO	
PROGRAMME		MATRIC NO	
INTAKE		TEL NO	
PERMANENT ADDRESS		MOBILE NO	
		EMAIL ADDRESS	
SPONSORSHIP		SIGNATURE	
DATE			

B. REASON FOR DE-REGISTRATION (Please tick)

<input type="checkbox"/>	WITHDRAWAL - please attach with the relevant document reason :
<input type="checkbox"/>	GRADUATED
<input type="checkbox"/>	OTHERS (please specify)

C. FOR RELEVANT ACTION BY RESPECTIVE DEPARTMENTS :

Please verify that the student is clear from any outstanding loans/debts/ any other matters by putting down your signature, stamp and date.

A. CO-CURRICULUM

(Name has been cancelled and all equipment returned)

B. SECURITY

(Please take note that the car sticker is no longer valid and no outstanding compound)

C. SPONSORSHIP (if applicable)

(Please take note that the sponsor will be notified)

D. RESIDENTIAL COLLEGE

(Room key and other RC belonging have been returned in good order/condition)

E. INFORMATION AND RESOURCE CENTRE

(Books has been returned in good condition and no penalty outstanding)

F. FINANCE

(Verified that student has no outstanding debt)

G. ADMISSION AND REGISTRATION UNIT

(Withdrawal from UTP)

H. IT & MEDIA SERVICES

* last point of submission for withdrawal/other reason

I. EXAM UNIT AND RECORDS UNIT

(Graduating Students Only)

* last point of submission for graduation student only