

OFFICE OF INTERNATIONAL AFFAIRS (OIA) **CLEARANCE FORM EXCHANGE PROGRAMME**

Instruction to candidate:

- 1. Ensure that the information needed in the form is complete before submission to the International Students & Development (ISD) Office. Only complete form will be processed.

 2. Completed form must be made in two (2) copies.
- 3. Please complete this form and get endorsement from all the following parties before being forwarded to the International Students & Development (ISD)

SECTION I (To be filled by student in CAPITAL LETTER)																														
Name	: [4	П										L	<u></u>			lacksquare		<u> </u>			
Passport No.	: [F	acul	ty C	ode	e	:	<u> </u>					<u> </u>					
Student ID No	: [C	amp	us			:	_				<u></u>						
Programme Code	: [Ser	nes	iter	:		Ι		Ge	ende	er		:	N	//ale				F	ema	ale			
Telephone No E-mail	[I]					
	Student's Signature								Date																					

SECTION II (Student is required to get endorsement from the following department)

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A.	FACULTY		
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	Endorsement by the Dean of Faculty		
	Has returned all materials / equiptment and		Name & Signature
	Student Card to Faculty		
		Date	Official Stamp
			- -
В.	LIBRARY		
	Has returned all borrowed materials to the		
	library		Name & Signature
		Date	Official Stamp
C.	CRYSTAL RESIDENTIAL COLLEGE		
	Endorsement by Crystal Residential College Officer		Name & Signature
			Tume a oignature
	Has completed residential rental fee and		
	returned the room key / unit		
		Date	Official Stamp
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D.	OFFICE OF INTERNATIONAL AFFAIRS (OIA)		
	Students have completed all the A, B and C		
			Name & Signature
		Date	Official Stamp