

**SALALE UNIVERSITY**

**OFFICE OF THE REGISTRAR**

**CLEARANCE/WITHDRAWAL FORM FOR REGULAR STUDENTS**

**Purpose:**

Only with the proper termination below can transcript, letters of enrollment and honorable dismissal be issued. Readmission to the University will be considered if proper termination is by the Registrar's Office.

**Procedure:**

1. Complete first part of this form.
2. Obtain the signatures designated in part II
3. Return this form to the Registrar's Office **not later than one week** after your absence from classes has been reported by your instructors.

This form becomes part of your permanent file and record.

**Part I**

- 1.1. Full Name \_\_\_\_\_ ID No. \_\_\_\_\_  
1.2. Faculty \_\_\_\_\_ Dept \_\_\_\_\_  
1.3. Last Date Class Attended \_\_\_\_\_  
1.4. Reason for filling this form -----

- a)Withdrawal ☐  
b)Dismissal with Readmission ☐  
c)End of semester/Academic year ☐  
c) Academic Dismissal ☐  
d)Graduation ☐  
e ADR ☐

Date \_\_\_\_\_

**Part II**

	Offices	Name	Signature	Date
2.1	Department Head			
2.2	Library(Chief of circulation)			
2.3	Book Store			
2.4	Dormitory Proctor			
2.5	Teaching Material Store			
2.6	Budget and Finance			
2.7	Casher			
2.8	Sport Master			
2.9	Student Service			
2.10	Dinning/Cafeteria/Office			
2.11	Registrar office			

Date Received \_\_\_\_\_

**NB: The University has the Right not to accept or accept an application of student for readmission.**