

Clearance Form

Incoming IXO Students Returning to Home Universities

This form ensures that all clearances have been obtained from the relevant departments prior to your departure.

Student's Name _____ Student's AUS ID _____

Personal Mobile Number _____ Personal Email _____

Student's Signature _____ Date DD/MM/YYYY _____

Department: **Library**

I certify that this student does not owe any AUS library materials/books.

Circulation Desk Name _____

Signature _____ Date DD/MM/YYYY _____

Department: **Office of Protocol** (Visa/Emirates ID/ AUS ID Cancellation)

I certify that this student has:

- cancelled his/her residence visa and Emirates ID card
- returned his/her AUS car sticker/car card (if applicable)

Administrative Assistant Name _____

Signature _____ Date DD/MM/YYYY _____

Department: **Student Residential Life** (Dorms)

I certify for this student that:

- his/her on-campus housing has been checked and is in good condition
- he/she has returned the housing keys

Manager Name _____

Signature _____ Date DD/MM/YYYY _____

Department: **Finance**

I certify that this student's account has been cleared of all charges:

Student Accounts Name _____

Signature _____ Date DD/MM/YYYY _____

After you have obtained all the required signatures on this form, please return it to:

Office of International Exchange Programs

Received by _____

Notes _____

Date DD/MM/YYYY _____