

Clearance Form of Guest-in-Residence (VGiR)

Returning to Home Universities or Home Country

This form ensures that all clearances have been obtained from the relevant departments prior to your departure. Put N/A where a clearance is not applicable, signed and stamped by the staff at Office of International Exchange Programs.

Name _____ **AUS ID #** _____

Personal Mobile # _____ **Personal Email** _____

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

Department: **Library**

I certify that this VGiR does not owe any AUS Library materials/books.

Circulation Desk Name & Signature _____ **Date** DD/MM/YYYY

Department: **Public Relations**

I certify that this VGiR has:

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

Administrative Assistant's Name & Signature _____ **Date** DD/MM/YYYY

Department: **Housing**

I certify for this VGiR that:

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

Housing Supervisor's Name & Signature _____ **Date** DD/MM/YYYY

Department: **Finance**

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

Student Account's Name & Signature _____ **Date** DD/MM/YYYY

Note: After the approval of this form by Student Accounts, and all AUS property has been returned undamaged, the deposit will be refunded to the bank account you have provided within 10-15 working days. Please note that wire transfers are subject to correspondent bank charges.

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

International Exchange Office.

Received by _____

Remarks _____

Date DD/MM/YYYY