



GRADUATION CLEARANCE FORM

- To be used only by students who completed all academic requirements for their respective degrees
- Students who could not complete this form will not be issued the Official Graduation Certificate or Official Transcript of Records
- After completion, the student should submit this form in person to the Office of the University Registrar

Student Name		Academic Year	
Student ID		Semester	
Major		College	
E-mail Address		Personal Mobile No.	

Student's Advisor			
Name		Date:	
Signature			

Academic Chair			
Name		Date:	
Signature			

College Dean			
Name		Date:	
Signature			

Student's Signature		Date:	
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- Graduation students must pass to the following offices to clear their records

Campus Life Department a. Disciplinary Records b. ID Card c. Services : Lockers, Housing Transportation etc.	<input type="checkbox"/> Cleared <input type="checkbox"/> Not Cleared	Authorized Name		
	<input type="checkbox"/> Cleared <input type="checkbox"/> Not Cleared	Signature		Date
	<input type="checkbox"/> Cleared <input type="checkbox"/> Not Cleared			
Financial Aid Department	<input type="checkbox"/> Cleared	Authorized Name		
	<input type="checkbox"/> Not Cleared	Signature		Date
Library	<input type="checkbox"/> Cleared	Authorized Name		
	<input type="checkbox"/> Not Cleared	Signature		Date
Security Department	<input type="checkbox"/> Cleared	Authorized Name		
	<input type="checkbox"/> Not Cleared	Signature		Date
IT Department <input type="checkbox"/> Banner Disabled <input type="checkbox"/> Blackboard Disabled <input type="checkbox"/> PMU Email/ Ebrary disabled	<input type="checkbox"/> Cleared	Authorized Name		
	<input type="checkbox"/> Not Cleared	Signature		Date
Career Services Department	<input type="checkbox"/> Cleared	Authorized Name		
	<input type="checkbox"/> Not Cleared	Signature		Date
Alumni Affairs	<input type="checkbox"/> Cleared	Authorized Name		
	<input type="checkbox"/> Not Cleared	Signature		Date
Accounting Department	<input type="checkbox"/> Cleared	Authorized Name		
	<input type="checkbox"/> Not Cleared	Signature		Date

Dean of Student Affairs/Director of Admission & Registration	Name		Date	
	Signature		Date	

Note:

- Please return the Form to the Registrar's Office

Registration Officer	Name		Date	
	Signature		Date	
Graduation Effective Term:				

Copies: Green - Registrar Office Copy

White - Student Copy

Yellow - Financial Aid

Pink - Accounting Department