



### 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			

<b>Student's Signature</b>		Date:	
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- Graduating students must pass to the following offices to clear their records

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

<b>Dean of Student Affairs/Director of Admission &amp; Registration</b>	Name		Date	
	Signature		Date	

- Note:*
- Please return the Form to the Registrar's Office
  - Graduating student is no longer responsible for any account related to PMU on Social Media Accounts

<b>Registration Officer</b>	Name		Date	
	Signature		Date	
Graduation Effective Term:				