

UNITED International UNIVERSITY

CLEARANCE FORM

For Administrative Personnel & Full-time Faculty Members

This form is to be filled in at the time of applying for Study Leave/Extra Ordinary Leave (Leave without Pay) or resigning from UIU and to be submitted to the Registrar's Office with clearance from each of the mentioned departments.

Date:

Name:

Designation:

Department:

Department	Signature of Authorized Person	Remarks
Concerned Dept./Program	For Grade Sheet(s) & Other Involvements	
	Head of the Dept./Program	
DSA		
	Director of Student Affairs	
Library		
	Library In-charge	
CITS		
	CITS In-charge	
Laboratories		
	Lab Technician	
Finance & Accounts		
	Deputy Director	
Registrar's Office	For UIU Stationery & Keys	
	Sr. Store Officer	
	For UIU SIM - Cell phone (If any) & ID Card	
	Asst. Registrar (HR & Admin)	

Comments (If any):

	Registrar

CC: Deputy Director (Finance & Accounts)