

**OFFICE OF RECORDS**
**UNIVERSITY CLEARANCE FORM**

This form can be filled out with Adobe Acrobat and then printed for signatures. Any questions may be directed to the Office of Records or [records@qatar.tamu.edu](mailto:records@qatar.tamu.edu)

**PART A –Student Information (Completed by the Student)**

UIN: \_\_\_\_\_

Local Address: \_\_\_\_\_

Street/PO Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street/PO Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

Major: \_\_\_\_\_ Classification \_\_\_\_\_

Do you have a sponsorship? Yes No Name of Sponsor \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

I hereby affirm that all above information is correct. I understand that subsequent registration or readmission must be in accordance with the University’s regulations in effect at the time. I understand that all my financial obligations to the University must be paid before I may register again or receive copies of my academic records.

**Student’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PART B - STUDENT RESPONSIBILITIES (Student submits to each department for clearance and signature)**

It is important that you review the list below and contact each department before leaving campus. It is your responsibility to fulfill your obligations and if applicable to return equipment to avoid being billed for these items.

**THE UNIVERSITY ASSUMES NO RESPONSIBILITY FOR LOST OR REDUCED REFUNDS, OR LOSS OF FINANCIAL AID OR OTHER ENTITLEMENTS IF YOU FAIL TO CLEAR THROUGH THE APPROPRIATE OFFICES.**

	Date	Authorized Signature	Printed Name
<b>Library</b>	_____ (owed fees or books)	_____	_____
<b>Student Affairs</b>	_____ (equipment, etc)	_____	_____
<b>Academic Services</b>	_____ (Tuition/fees)	_____	_____
<b>Information Technology</b>	_____ computer equipment, fees)	_____	_____
<b>Facilities</b>	_____ (student ID)	_____	_____

**PART C –Academic Advising Notes**

\_\_\_\_\_

\_\_\_\_\_

**Academic Advisor Signature:** \_\_\_\_\_

**Once you have completed this form and submit it to the Office of Records you will no longer be entitled to use services or facilities beyond any arrangements you have made with specific University departments. You are responsible for contacting your sponsor, scholarship or financial aid provider. Failure to comply may result in your owing a substantial sum rather than having a zero balance or refund.**

**STUDENTS RECEIVING FINANCIAL AID or SPONSORSHIPS should talk to their sponsor.** Leaving the University does not cancel all tuition and fees. Failure to comply may result in your owing a substantial sum rather than having a zero balance or refund. In addition, leaving the University may affect your immigration status. Please check this carefully.