

CLEARANCE FORM FOR GRADUATING STUDENTS



(A) PERSONAL PARTICULARS

NAME (As in NRIC/Passport):		Date Received by Office of the Registrar: _____
NRIC/FIN/PASSPORT No.:	STUDENT ID:	
PERSONAL EMAIL ADDRESS:	TELEPHONE NO:	(Home) (Handphone)
MAILING ADDRESS:		

(B) DECLARATION

1) I declare I have read and understood the instructions and notes overleaf.
 2) I understand that I have to complete all parts of this form by the stipulated deadline in order to attend the Graduation Ceremony, Diploma Certificate and Academic Transcript.

 Signature of Student

 Date

(C) CLEARANCE

Please seek clearance from the following departments before submitting this form to One-Stop Centre.

Department	Item Description	Amount to pay	Dept Stamp, Officer's Name, Signature, Date
Library	Fine Book 1 Book 2		
Office of Student & Graduate Affairs	Blazer Loan		
Office of the Registrar	School fee: Equipment (school): Equipment (IT): Disciplinary Fine: Total:		
One-Stop Centre	Verified that all entries above are completed		

INSTRUCTIONS & NOTES

1. The clearance form is only applicable to graduating students who seek clearance after 5 March 07.
2. Graduating students who submit the clearance form to the One-Stop Centre after **5 March** will be allowed to attend the Graduation Ceremony only if students email to Help-Registrar with valid reasons for late clearance by 8 March 07.
3. Students who do not wish to attend the Graduation Ceremony may proceed to the One-Stop Centre with the signed and completed clearance form to collect their Diploma Certificate and Academic Transcript after **19 March 2007**. Students may either collect their Diploma Certificate and Academic Transcript personally or authorize a proxy to collect on their behalf. A copy of the Authorization Form for Proxy Collection can be found at: <http://myrp.sg/osc>.
4. Republic Polytechnic will not accept any loaned equipment and books returned after **5 March 2007**. Students are required to pay for the penalty cost of the loaned items.
5. Section (A) and (B) must be completed by you.
6. To complete section (C) of the clearance form, you must proceed to the respective departments, clear any outstanding fees/fines/equipment and get it endorsed by the staff. The departments will endorse on the form only after you have settled all fees/fines/equipment.
7. Modes of Payment
For Library fines and books, students have to pay via NETs, Ez-link or Cashcard at the Republic Polytechnic Library.

For other payments under the Office of the Registrar, students can settle via one of the following modes:

- a. Cash or cheque directly at the OCBC or UOB bank counters. Quote the respective bank account number:

OCBC Account number: 501-719-843-001	UOB Account Number: 150-304-5112
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Cheques should be crossed and made payable to "Republic Polytechnic". It is important to write the student's name and NRIC/FIN on the bank deposit slip and on the reverse of the cheque.

- b. NETs at RP's One-Stop Centre

8. If you need advise or clarifications, please email to the respective departments as follow:

Departments	Email
Library	help-Library@rp.sg
Office of Student & Graduate Affairs	Enquiry_OSG@rp.sg
Office of Registrar	help-Registrar@rp.sg