

**ADDIS ABABA UNIVERSITY
FACULTY OF TECHNOLOGY
OFFICE OF THE REGISTRAR
CLEARANC/WITHDRAWAL FORM**

Propose:

Only with the proper termination below can transcripts. Letter of enrolment or honorable dismissal issued. Te-admission to the University will be considered if proper termination is certified by the Registrar' Office.

Procedure:-

1. Complete part I of this form. Complete the form in four copies
2. Obtain the signature in part II
3. Return this form to the Registrar's Office not later than two weeks after your last class attendance or two weeks after graduation. This form becomes part of your permanent file and record

Part I

1.1 Full Name _____ ID.No. _____
 1.2 Faculty _____ Department _____ Year/Class _____
 1.3 Last Date Class Attended _____
 1.4 Reasons/s/ for Withdrawal _____

Part II

	<u>Signature</u>	<u>Date</u>
2.1 Faculty Advisor _____	_____	_____
2.2 Dean of Students _____	_____	_____
2.3 Library Chief of Circulation _____	_____	_____
2.4 College of Bookstore _____ (for return of textbooks and other equipment issued by the (B.S))	_____	_____
2.5 Sport Master _____	_____	_____
2.6 Property & Store _____	_____	_____
2.7 Student's Business Affairs _____	_____	_____
2.8. Financial Information _____	_____	_____
2.9 Registrar Check Books _____ (For Return of ID Card)	_____	_____
2.10 Date Received _____	_____	_____

**ADDIS ABABA UNIVERSITY
FACULTY OF TECHNOLOGY
OFFICE OF THE REGISTRAR
GRADUATE CLEARANC/WITHDRAWAL FORM**

Propose:

Only with the proper termination below can transcripts. Letter of enrolment or honorable dismissal issued. Re-admission to the University will be considered if proper termination is certified by the Registrar' Office.

Procedure:-

1. Complete part I of this form. Complete the form in four copies
2. Obtain the signature in part II
3. Return this form to the Registrar's Office not later than two weeks after your last class attendance or two weeks after graduation. This form becomes part of your permanent file and record

Part I

1.1 Full Name _____ ID.No. _____
1.2 Faculty _____ Department _____ Year/Class _____
1.3 Last Date Class Attended _____
1.4 Reasons/s/ for Withdrawal _____

Part II

<u>Full Name</u>	<u>Signature</u>	<u>Date</u>
2.1 Faculty Advisor _____	_____	_____
2.2 Faculty Associate Dean of Graduate Studies & Research _____	_____	_____
2.3 Library Chief of Circulation _____	_____	_____
2.4 University & College of Bookstore _____ (For return of textbooks and other equipment issued by the (B.S))	_____	_____
2.5 Property & Store _____	_____	_____
2.6 Students' Business affairs _____	_____	_____
2.7 Financial Information _____	_____	_____
2.8 Student's Business Affairs _____	_____	_____
2.9 Date Received _____		

Note:- Distribute a copy for each of the following:- Faculty Registrar, The department, Faculty AGSR, and to the student

ADDIS ABABA UNIVERSITY
OFFICE OF THE REGISTRAR
CLEARANCE / WITHDRAWAL FORM UNDERGRADUATE &
GRADUATE EXTENSION STUDENTS

Purpose :

Only with the proper termination below can transcripts, letters of enrollment of honorable dismissal be issued. Readmission to the University will be considered if proper termination is certified by the Registrar's office.

Procedures :

1. Complete first part of this form
2. Obtain the signature in part II
3. Return this form to the Registrar's office not later than two weeks after your absence from classes has been reported by your instructors.

Part I.

- 1.1. Full Name _____
- 1.2. Id. No _____
- 1.3. Faculty _____
- 1.4. Department _____
- 1.5. Last Date Class Attended _____
- 1.6. Reason(s) For withdrawal _____

Part II.

- | | Signature |
|---|------------------|
| 2.1. Faculty Advisor _____ | |
| 2.2. Library: Chief of Circulations _____ | |
| 2.3. Registrar _____ | |

Date Received _____

