



MAKERERE UNIVERSITY

DEPARTMENT OF THE ACADEMIC REGISTRAR

REVISED CLEARANCE FORM FOR FINAL YEAR STUDENTS

Candidates who wish to graduate and request for their Academic Transcripts should be cleared by the various units in the university.

- 1. Surname.....
- 2. Other names, (IN full).....  
(As registered in the University; the names must be those that appear on the previous academic documents)

PLEASE NOTE THAT **INITIALS** CANNOT BE AND ARE THEREFORE NOT USED ON THE ACADEMIC DOCUMENTS. ALL INITIALISED NAMES MUST HAVE BEEN REVEALED AND WRITEN IN FULL AT THE REGISTRATION STAGE

- 2. (a)REG.NO..... PROGRAMME (e.g. B.Sc.).....  
(b) STUDENT NO.....

4. Date of birth (as given at **1<sup>st</sup> Year Registration**).....

5. Hall of Residence.....6. Date of Graduation.....

7. Contact: email address..... Tel.....

8. INDICATE WITHDRAWAL(S) / REPEATED YEARS OR  
SEMESTER(S) – IF APPLICABLE

.....

9. Indicate whether you changed program ( if applicable)

From:..... TO:.....

10. Students who took foreign Language(s ) should specify:.....

11. Submit your Completed Clearance Forms to Senate Building, Level 3, Rm. 314.

12. Attach two (2) Passport size photographs to this form

Signature of Applicant.....

Date.....

**CLEARANCES ARE REQUIRED FROM THE FOLLOWING UNITS/OFFICES;**

|                                | Name and Signature of the Official. | Stamp and Date |
|--------------------------------|-------------------------------------|----------------|
| College Registrar              |                                     |                |
| University Librarian           |                                     |                |
| Students Guild                 |                                     |                |
| Police post                    |                                     |                |
| Hall of Residence              |                                     |                |
| Games union                    |                                     |                |
| University Hospital            |                                     |                |
| Office of the dean of Students |                                     |                |
| College Bursar                 |                                     |                |
| University Bursar              |                                     |                |

**NOTE: VERY IMPORTANT**

College Registrars and Bursars should ensure:

1. That graduation load has been attained
2. That Tuition, transcript, certificate and Graduation fees have been paid.
3. That receipt for all requisite fees must be attached.

**MAKERERE UNIVERSITY**  
**UNDERGRADUATE PROGRAMMES**  
**TRANSCRIPT REQUEST FORM**

| 1. Subject<br>1(WHERE<br>APPLICABLE) |             | FOR<br>OFFICIAL<br>USE ONLY |
|--------------------------------------|-------------|-----------------------------|
| COURSE<br>CODE                       | COURSE NAME |                             |
| a)                                   |             |                             |
| b)                                   |             |                             |
| c)                                   |             |                             |
| d)                                   |             |                             |
| e)                                   |             |                             |
| f)                                   |             |                             |
| g)                                   |             |                             |
| h)                                   |             |                             |
| i)                                   |             |                             |
| SEMESTER 11                          |             |                             |
| a)                                   |             |                             |
| b)                                   |             |                             |
| c)                                   |             |                             |
| d)                                   |             |                             |
| e)                                   |             |                             |
| f)                                   |             |                             |
| g)                                   |             |                             |
| h)                                   |             |                             |
| i)                                   |             |                             |

|   |             |                             |
|---|-------------|-----------------------------|
| 2 <sup>nd</sup> Academic<br>year<br>20...../20..... |             | FOR<br>OFFICIAL<br>USE ONLY |
| COURSE<br>CODE                                      | COURSE NAME |                             |
| a)  |             |                             |
| b)  |             |                             |
| c)  |             |                             |
| d)  |             |                             |
| e)  |             |                             |
| f)  |             |                             |
| g)  |             |                             |
| h)  |             |                             |
| i)  |             |                             |
| SEMESTER 11   |             |                             |
| a)  |             |                             |
| b)  |             |                             |
| c)  |             |                             |
| d)  |             |                             |
| e)  |             |                             |
| f)  |             |                             |
| g)  |             |                             |
| h)  |             |                             |
| i)  |             |                             |

| 3 <sup>rd</sup> Academic<br>year<br>20...../20..... |             | FOR<br>OFFICIAL<br>USE ONLY |
|---|-------------|-----------------------------|
| COURSE<br>CODE                                      | COURSE NAME |                             |
| a)  |             |                             |
| b)  |             |                             |
| c)  |             |                             |
| d)  |             |                             |
| e)  |             |                             |
| f)  |             |                             |
| g)  |             |                             |
| h)  |             |                             |
| i)  |             |                             |
| SEMESTER 11   |             |                             |
| a)  |             |                             |
| b)  |             |                             |
| c)  |             |                             |
| d)  |             |                             |
| e)  |             |                             |
| f)  |             |                             |
| g)  |             |                             |
| h)  |             |                             |
| i)  |             |                             |

|   |             |                             |
|---|-------------|-----------------------------|
| 4 <sup>th</sup> Academic<br>year<br>20...../20..... |             | FOR<br>OFFICIAL<br>USE ONLY |
| COURSE<br>CODE                                      | COURSE NAME |                             |
| a)  |             |                             |
| b)  |             |                             |
| c)  |             |                             |
| d)  |             |                             |
| e)  |             |                             |
| f)  |             |                             |
| g)  |             |                             |
| h)  |             |                             |
| i)  |             |                             |
| SEMESTER 11   |             |                             |
| a)  |             |                             |
| b)  |             |                             |
| c)  |             |                             |
| d)  |             |                             |
| e)  |             |                             |
| f)  |             |                             |
| g)  |             |                             |
| h)  |             |                             |
| i)  |             |                             |

**OFFICIAL USE**

**6. AWARD OF CLASS.....**

**7. DRAFTED BY.....**

**8. DATE.....**

**9. TYPED BY .....**

**Signature.....**

**Date.....**