DR. B. R. AMBEDKAR UNIVERSITY DELHI
STUDENT CLEARANCE FORM

Name of Student: _____	Enrollment No.: _____
Programme / Course: _____	School / Centre: _____
Semester / Batch: _____	Mobile No.: _____
University Email ID (if allotted): _____	Personal Email ID: _____

REASON FOR CLEARANCE: ☐ **Completion of Course** ☐ **Withdrawal** ☐ **Other (specify):** _____

DOCUMENT(S) REQUESTED: ☐ **Provisional Certificate** ☐ **Migration Certificate** ☐ **Character Certificate** ☐ **Other:** _____

MANDATORY SEQUENCE: Clearance shall begin with the Library and shall thereafter be obtained from every other applicable office/division listed in Part A. Student Services Division shall be the LAST clearance. After completing Part A, submit this form to the concerned School Office.

PART A. STUDENT DECLARATIONS & CLEARANCES | Complete declarations and obtain clearances in the prescribed order

1. UNIVERSITY EMAIL UNDERTAKING
I declare that I have taken a full backup of all data from my University-provided email account. I understand that the University may delete the account and that its data may not be available thereafter. ☐ N.A. (No University email ID allotted)

2. BANK DETAILS / REFUND UNDERTAKING
I declare that I have attached bank account details / a cancelled cheque, duly countersigned by me, for processing of the caution deposit refund. I confirm that the particulars furnished are correct and pertain to me.
Enclosure: ☐ Bank account details ☐ Cancelled cheque ☐ N.A. (Caution deposit refund not applicable)

3. ALUMNI PORTAL REGISTRATION
I declare that I have registered on the AUD Alumni Portal using my personal email ID. ☐ N.A.

AUD Alumni Registration Portal: **http://alumni.aud.ac.in/**

AUD Alumni Portal

A. OFFICE / DIVISION CLEARANCES (*Tick Cleared in the status column; tick N.A. separately at the right only where applicable.)*

Office / Division and clearance details	Clearing Official / Officer Name & Post	Signature & Stamp	Date	Remarks (if any)	N.A.
1. Library **No books / materials, fines or other library dues pending.** **☐ Cleared**					☐
2. IT Services / Computer Lab **No IT / laboratory assets or dues pending.** **☐ Cleared**					☐
3. Hostel / Warden (if applicable) **No hostel dues, keys, assets or other liabilities pending.** **☐ Cleared**					☐
4. Co-Curricular Activities / Sports **No equipment, activity-related assets or other dues pending.** **☐ Cleared**					☐
5. Student Services Division (LAST) **Final clearance for SS records / dues.** **☐ Cleared**					☐

STUDENT CONFIRMATION: I confirm that all declarations and information furnished in Part A are true and correct and that the required supporting documents are attached.	**Student Signature:** _____ **Date:** _____

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STUDENT CLEARANCE FORM — OFFICE USE

PART B. SCHOOL OFFICE VERIFICATION & DEAN OF SCHOOL / CENTRE | To be completed after submission of Part A

SCHOOL OFFICE VERIFICATION

The School Office shall verify academic record, reason for clearance, requested document(s), Online status and Alumni Portal registration.

☐ Academic records verified ☐ Reason / documents verified ☐ Online status verified ☐ Alumni registration & proof verified

BANK DETAILS VERIFICATION: I certify that the attached bank account details / cancelled cheque have been checked for completeness and legibility, and the account holder's name and particulars are consistent with the student's records. ☐ Verified

School Official (Name & Post): _____

Signature: _____ Date: _____

School Stamp: _____

DEAN OF SCHOOL / CENTRE & SCHOOL FORWARDING

Character Certificate (if requested and admissible): ☐ Issued ☐ Not requested

Dean's Signature: _____ Date: _____

School forwarding:
☐ Authenticated copy (with School stamp) sent to AES for Provisional / Migration Certificate processing.
☐ Original sent to SS for caution deposit refund.

Date of forwarding: _____

PART C. AUTHENTICATED COPY – AES DIVISION

School authentication: Certified as an authenticated copy of the original duly completed and signed form.	Authorised Official (Name & Post): _____
School Stamp: _____	Signature & date: _____
PROVISIONAL CERTIFICATE **Certificate No.:** _____ **Date of Issue:** _____	**MIGRATION CERTIFICATE** **Certificate No.:** _____ **Date of Issue:** _____
AR (AES) Signature & date: _____	CoE Signature & Date: _____

PART D. ORIGINAL FORM – STUDENT SERVICES / FINANCE

Caution Deposit Amount (to be entered by SS staff): ₹ _____

AR (Student Services) Signature & Date: _____

Dean, Student Services Signature & Date: _____

FINANCE DIVISION

Refund Amount Approved / Processed: ₹ _____

Controller of Finance / Authorised Officer: _____

Signature & Stamp: _____ Date: _____