

Office of the Registrar  
1453 Mission St.  
San Francisco, CA 94103  
Telephone: (415) 575-6125  
FAX: (415) 575-1267

## Graduation Clearance Form: Nonacademic Obligations

It is the student's responsibility to obtain all of the required signatures indicated below, which certify clearance on all non-academic obligations to CIIS, such as returning library books, completing practicums, and clearing outstanding monetary debts.

**Signatures should be obtained during the last 2 weeks of the semester of graduation.**

FINANCIAL AID: Students who have received loans through CIIS should arrange an *Exit Interview* with the Financial Aid Office *at least 3 weeks prior to the end of the semester.*

NOTE: All students, even those without loans, must obtain a release signature from the Financial Aid office. Failure to submit this completed form and return it to the Registrar's Office by the end of the semester in which you applied to graduate will delay conferral of your degree. If you had to postpone your graduation, you will need to complete this form for the semester that you actually complete your requirements.

Name \_\_\_\_\_  
(last) (first)

Address \_\_\_\_\_  
(street) (city) (state) (zip)

Home Phone # (\_\_\_\_\_) \_\_\_\_\_ Work Phone # (\_\_\_\_\_) \_\_\_\_\_

E-mail Address \_\_\_\_\_ Advisor \_\_\_\_\_

Program \_\_\_\_\_ Concentration \_\_\_\_\_ Degree \_\_\_\_\_

Semester and Year Graduating \_\_\_\_\_

The above-named student has applied for graduation. He/She has cleared all outstanding non-academic obligations as verified by the signatures of authorized staff below.

Cleared By:

Practicum Site Coordinator: \_\_\_\_\_ Date \_\_\_\_\_  
(if applicable: Pierce St, Church St, Clement St., or Psychological Services Center)

Library Director: \_\_\_\_\_ Date \_\_\_\_\_

Financial Aid Office: \_\_\_\_\_ Date \_\_\_\_\_

Business Office: \_\_\_\_\_ Date \_\_\_\_\_

Outstanding Balance \$ \_\_\_\_\_. Please hold the diploma and transcripts until the account is cleared.

Registrar's Office: \_\_\_\_\_ Date \_\_\_\_\_