



**INSTITUTE OF RURAL DEVELOPMENT PLANNING  
DODOMA – TANZANIA**

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**STUDENTS CLEARANCE FORM 2023/2024**

**A: PERSONAL PARTICULARS**

1. Name of the student (in full).....
2. Year of study .....
3. Registration number .....
4. Date, month & year of birth.....
5. Phone No.....Email:.....

**B: SIGNATURE AND COMMENTS**

1. **Librarian** .....  
Amount due Tsh .....Signature ..... Date .....
2. **Sports and games (matron):**  
Amount due Tsh .....Signature ..... Date .....
3. **Computer lab/room in charge:**  
Amount due Tsh .....Signature ..... Date .....
4. **Supplies officer:**  
Amount due Tsh .....Signature ..... Date .....
5. **Transport officer:**  
Amount due Tsh .....Signature ..... Date .....
6. **Dispensary**  
Amount due Tsh .....Signature ..... Date .....
7. **Head of Department (Only for Department of Environmental Planning and Management)**  
I certify that the student named in section A of this form has/has not handled in the items listed below and marked accordingly .....
8. **Hostels superintendent's report (accommodation officer)**  
I certify that the student named in section A of this form has/has not handled in the items listed below and marked accordingly  
Key.....Mattress.....Curtains.....  
....Broom .....Bucket..... So Has to Pay  
Nothing/Tshs.....Signature .....Date .....
9. **Director of Student Affairs**  
I certify that the named student is cleared/not cleared  
Signature .....Date .....
10. **Admissions officer**  
I certify that the named student is cleared/not cleared  
Signature .....Date .....
11. **Director of Finance and Accounts**  
I certify that the named student is cleared/not cleared  
I recommend in the view of the comments/debt show nothing/Tshs ..... be recovered by the student before being awarded his/her certificate.  
Signature .....Date .....