



# **Student Information Systems (SIS)**

## **User Manual**

**User: Student**

**Module: Clearance**

## First: Overview

The system allows students to apply for a Clearance request in these three cases:

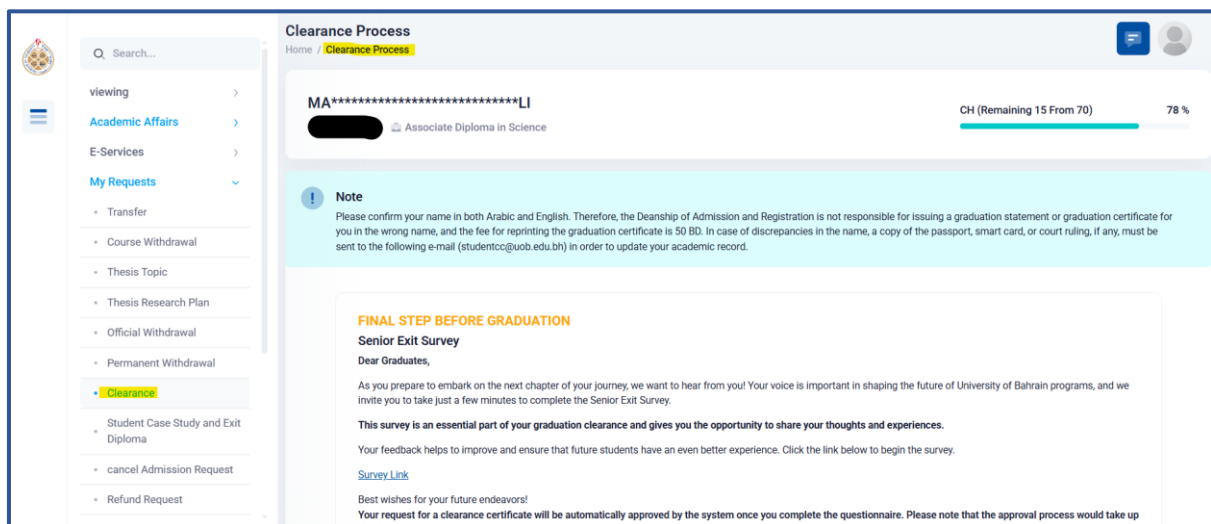
- 1- **Graduated**
- 2- **Dismissed**
- 3- **Permanent Withdraw**

Otherwise the following message is displayed.



## Secondly: Request Steps

- 1- Login to the system using your credentials.



- 2- From the left panel menu choose: “My Requests” then “Clearance” as shown in the picture above.
- 3- After choosing the “Clearance” from the menu the screen should appear.
- 4- The screen will appear with all the related entities once you click on the button: “Begin Clearance Process”:



Student ID	Student Name	Major	Enrollment Status	Request Status	Request Date	Course Remain Amount
██████████	AB*****ED	Bachelor of Law	PERMANENTLY WITHDRAWN FROM UNIVERSITY	--	--	0

[Begin Clearance Process](#)

Entity	Status	Notes	Document
Security and Safety Department	New	--	--
Deanship of Student Affairs	Approved	--	--
Library Information Services	Approved	--	--
Finance and Budget Department	New	--	--
Deanship of Admission & Registration(Registration)	New	--	--

? If the status is "Pending collection" You need to deliver items specified in the notes to the entity.

! Once all statuses are changed to "Approved", you may request your graduation certificate.

**Note: if you have any fees due, you will need to pay them fully in order to continue with the clearance process, whether you have to pay them through the university or the Electronic Government portal.**

5- Each entity will follow up with the process, and in case you need to collect or pay anything the status will change for the related entity as shown:

Library Information Services	Approved	--	--
Finance and Budget Department	New	--	--
Deanship of Admission & Registration(Registration)	Pending for Collecting	books	--

6- In case you need to pay for a specific entity you will find the pay button within the same Clearance screen:

Library Information Services	Approved	--	--
Finance and Budget Department	New	--	--
Deanship of Admission & Registration(Registration)	Pending for payment	--	<a href="#" style="background-color: #28a745; color: white; padding: 5px 10px; text-decoration: none;">Pay (10)</a>



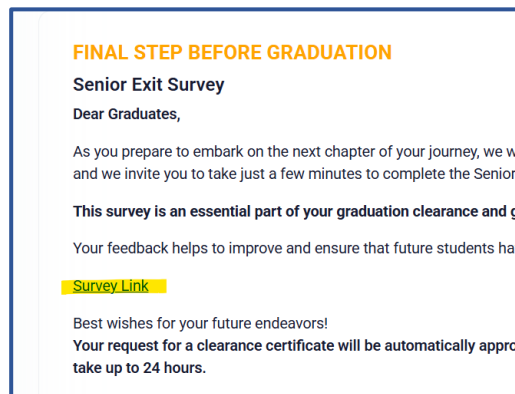
**Instructions**

- To continue with the payment process, please select the "Payment Method" then click on "Pay".
- You will be redirected to the payment gateway in a few seconds, where you can complete the payment process.
- Please don't refresh the page or click the back button in the browser until you finish the transaction.

**Payment Information**

7- You must complete the Senior Exit Survey, which will become available 24 hours after you begin the clearance process. Once you have completed the survey, the Quality Assurance Center will provide its approval—one of the required steps to move forward in the clearance process.

8- You will be able to get the Clearance letter once you get “Approved” from all entities.



**FINAL STEP BEFORE GRADUATION**

**Senior Exit Survey**

Dear Graduates,

As you prepare to embark on the next chapter of your journey, we want to thank you for your contributions and we invite you to take just a few minutes to complete the Senior Exit Survey.

**This survey is an essential part of your graduation clearance and getting it completed is a requirement for graduation.**

Your feedback helps to improve and ensure that future students have a better experience.

[Survey Link](#)

Best wishes for your future endeavors!

Your request for a clearance certificate will be automatically approved once you complete the survey. It will take up to 24 hours.