



The Kiambu National Polytechnic

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STUDENT CLEARANCE GUIDE

The students who complete their studies will be expected to initiate the clearance from their portal accounts. The clearance will be done by the various KINAP officers as long as all the items issued to the student have been returned as per the order below.

1. Respective Head of Department
2. Library
3. ICT support
4. Housekeeper
5. Sports and Recreation
6. Finance
7. Dean of Students
8. Registrar

- **Students completing in Month of April MUST initiate the clearance after 30th April**
- **Students completing in Month of July MUST initiate the clearance after 31st August**
- **Students completing in Month of November MUST initiate the clearance after 31th Dec**

The students will monitor at clearance history their clearance progress

The detailed manual for the clearance procedure is hereby attached.



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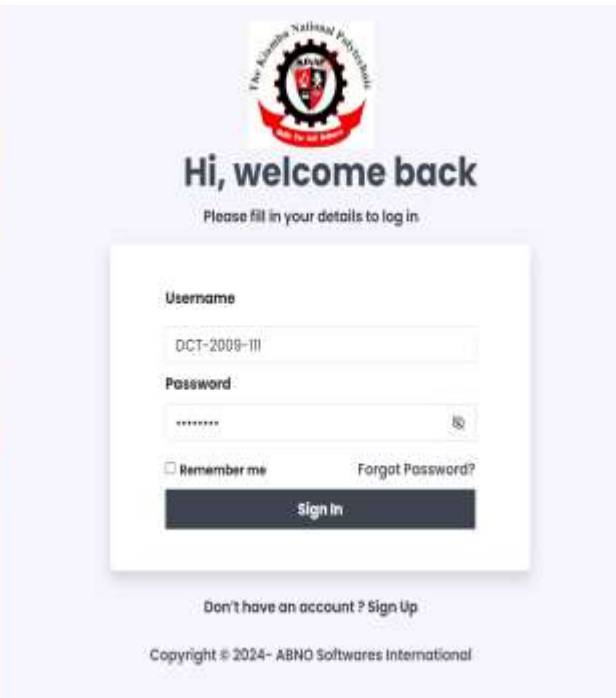


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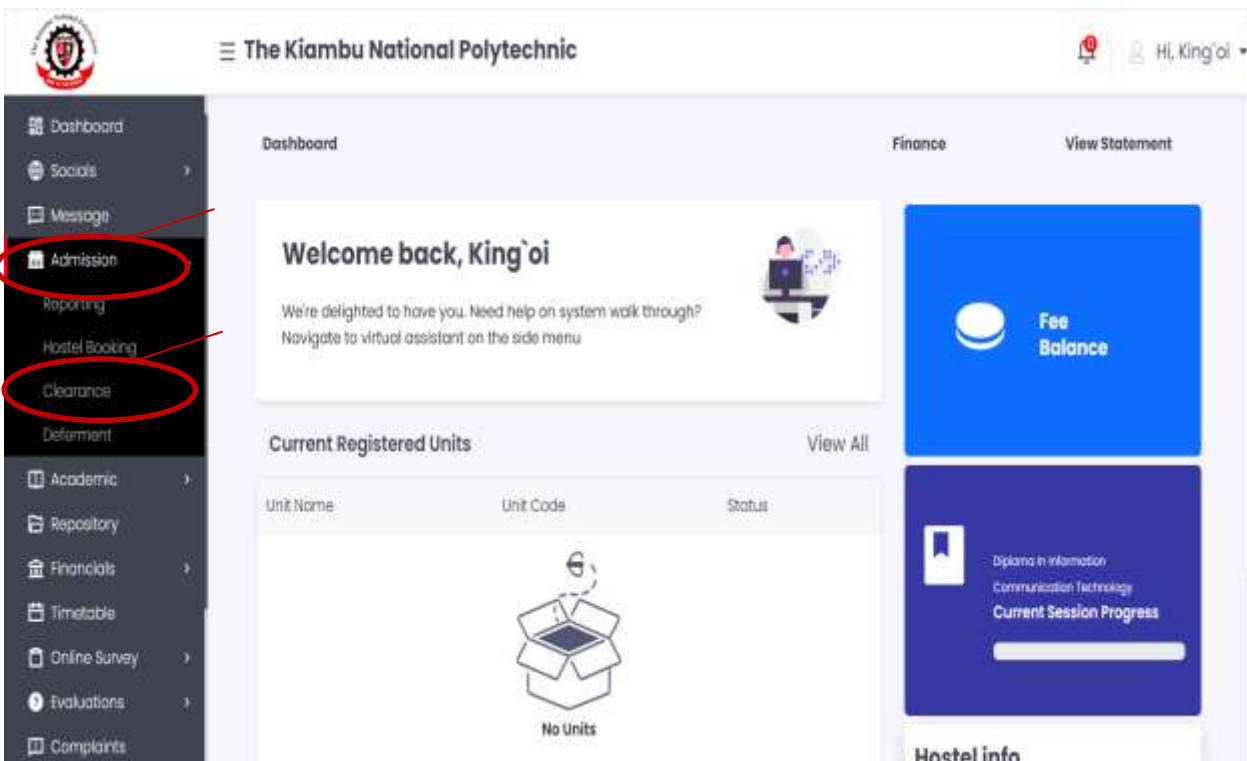


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1. Login to the portal



2. Click Admission
3. Click Clearance



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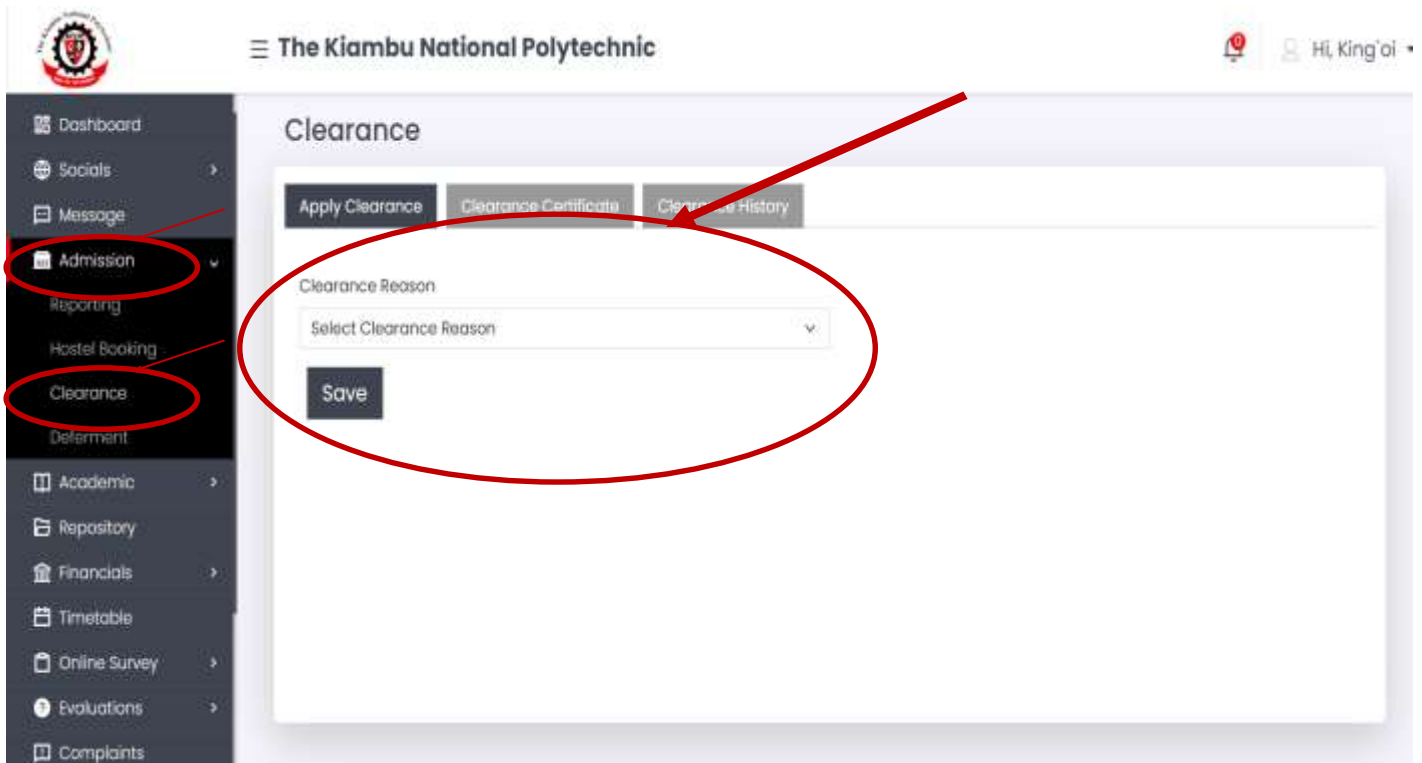


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4. Select the clearance reason
5. Click Save



6. The clearance will be done by the various officers as long as all the items issued to the student have been returned as per the order below

9. Respective Head of Department
10. Library
11. ICT support
12. Dean of Students
13. Housekeeper
14. Sports and Recreation
15. Finance
16. Registrar

NB: If a student will not have returned some items the clearance will be rejected at that level as above with a reason and the students will receive an email notification on the same in their KINAP student email



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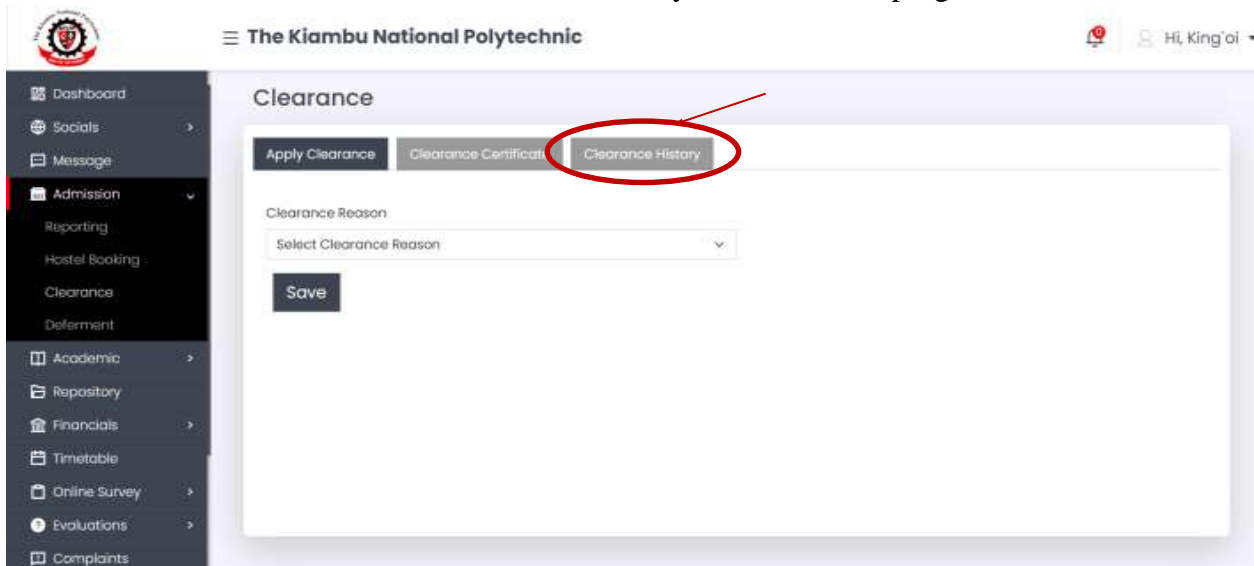


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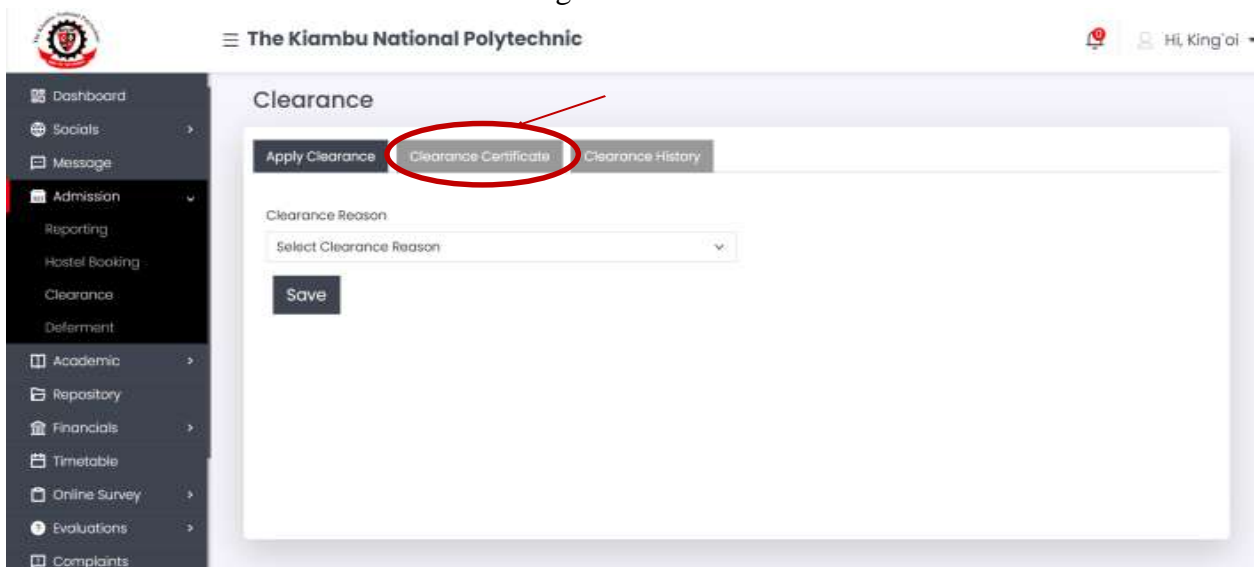


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7. The students will monitor at clearance history their clearance progress



8. Once the student is cleared at the eight levels he/she download the clearance certificate



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