



LIBRARY CLEARANCE LETTER GUIDE

REQUIREMENTS FOR LEAVE, TRANSFERRING, OR WITHDRAWAL

Terms & Conditions:

1. Students must not have any unpaid fines at the UMY Library
2. Students must not have any borrowed books from the UMY Library.
3. There are no book donation requirements

Procedure

1. Log in to <https://library.umy.ac.id/login> (using your KRS account)
2. Click on the “Library Clearance Letter” menu
3. Select one of the options: Study Leave, Change of Study or Resign
4. Click on “Check Loans and Fines”
5. If you have no book loans or fines, proceed by clicking “Create File”
6. However, if you have fines or book loans, you must resolve them first, then repeat steps 1 to 5 above

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