

Certificate / Letter Request

Academic Year		Date & Day		Parent's code	
I hereby request the following for my child:					
Student's Name				Class & Section	
Transfer to (School Name)				School ID No. (If applicable)	
Kindly tick the required certificate / letter					
Type of certificate/ letter				Fee	
Financial Clearance Letter / SIS No.				Free	
Transfer to another school in Sharjah				Free	
Transfer to another zone in UAE				40-DH attestation fee for each certificate	
Transfer - outside the UAE				40-DH attestation fee for each certificate	
Leaving certificate – For Indian or Pakistani schools				40-DH attestation fees for each certificate	
Leaving certificate – For Government schools				40-DH attestation fee for each certificate	
History Report				100-DH	
Other Certificate? _____				Fee: _____	
Issued in		Arabic		English	
In case of applying for a TC, kindly complete the following:					
Reason for Transfer	Studying Fee			Quality of Teaching and Learning	
	Subject teachers			Languages	
	School Curriculum			School Transportation	
	Transfer to another Emirate			Transfer to another Country	
	Methods of Interaction			Other: _____	
Parent's/ Guardian's Signature					
Accounts Department Approval					
Outstanding Amount			Date		
Accountant Name			Signature		
For Parent Use – The original required TC/Letter was received and details were checked. The school will NOT be held responsible for any changes/mistakes.					
Parent/ Guardian Name			Mobile No.		
Signature			Date		