



TRANSFER CERTIFICATE APPLICATION

PLEASE USE CAPITAL LETTERS

The Principal
Al Diyafah High School
Dubai, UAE.

Date: _____

Madam / Sir,

I, _____ parent of _____

(Student Name as in the passport) studying in ADHS in Year / Class _____ Div _____

GR.No _____ request you to issue a Transfer Certificate with effect from _____ to join another School (name of the School) _____.

TC Same emirates TC to Other Emirates TC Outside UAE

Contact No. Residence _____ Mobile _____

Note: - All the dues as on today must be cleared and passport copy of the student must be attached.

Date: _____

Signature of the Parent

Teacher's Signature: _____ Last date of attendance: _____

Dept	Principal	Head Of Arabic	Head Of Academics/ Primary	Head of Student Welfare	Accounts	Library	Nurse
Sign							

TC No. _____

Dated _____

Received by:

Name _____

Signature _____

N.B

- To be submitted at least a month prior to the striking off the student's name from the Register.
- Once certificate has been issued, the case for re-admission will be treated as a new one.
- The TC / LC will be issued subject to the payment of all dues on account of school fees, library books & lab equipment.
- Once the application is submitted Transfer Certificate will be processed immediately.