



APPLICATION-TRANSFER CERTIFICATE

1 DATE:		TC No.(office use):	
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2 STUDENT DETAILS

a)	Name of the student (In Block Letters) :				
b)	Class / Sec.				c) Admission No
d) Gender:	M	F			
e) Date of Birth:					
f) Sibling in School ?	Yes	No	if Yes, Admn No (s):		

Separate TC application must give in case If you required the TC for sibling as well.

3 REASON FOR LEAVING

a) Joining another school in Qatar (Local Transfer: Name of the School)		Last date in school:
b) Transfer of parents to <i>Home Country / Another Country</i> : (Mention the country):_____		

4 PARENT /GUARDIAN DETAILS

a)Name of the Parent/Guardian(In Block letters)			
b)Mobile No.			Signature of Parent/Guardian
c)Email id			

5 PRINCIPAL'S APPROVAL

6 CLEARANCE FORM – FOR OFFICE USE ONLY

a)	Registrar:	Cleared in CSMS ?		Yes	No	<i>Name & Signature</i>	
b)	Class Teacher:	No. of Days Present:				<i>Name & Signature</i>	
		No. of working days:					
	Last Date Attended :						
	Subjects Studied :						
c)	Class Rep:	<i>Remarks if any :</i>				<i>Name & Signature</i>	
d)	Accelerated School Programme	<i>Remarks if any:</i>				<i>Name & Signature</i>	
e)	Academic Coordinator	<i>Remarks if any:</i>				<i>Name & Signature</i>	
f)	Library:	<i>Name & Signature</i>					
	<i>All library books returned:</i>	Yes	No				
g)	Lab In charge	Phy.	Che.	Bio.	Comp.	<i>Name & Signature</i>	
	<i>Remarks if any:</i>						
	IT Dept.: Ipad Clearance						

	Transport Dept.		Bus No:		<i>Name & Signature</i>
	<i>Informed concern driver:</i>	Yes		No	
i)	Accounts:				<i>Name & Signature</i>
	<i>All school dues cleared till _____</i>		Yes	No	
<i>Remarks if any:</i>					
* One-month notice is required for TC application. ** Processing of TC is based on the clearance from the concerned dept.					

As your child is registered with the Ministry of Education and Higher Education please note the following.

1. As per circular no 9 received from the Ministry on 1st June 2016 if your ward is taking admission in Doha, an official letter from the new school that there is a vacancy needs to be submitted by you to the school before the TC process can be started.
2. If you are leaving the country a letter stating the same needs to be provided to the school. This will be sent to the Ministry to remove your child from our records. Please check our school fee policy on the school website with regards to TC/Withdrawal formalities.
3. Please attach father's QID with TC application form.

Parent Signature: _____ Date: _____



If Change of school - please mention the reason:

Parent Feedback

Signature with Date