

School Transfer Letter Instructions:

1. Photocopy the information outside this box on the school letterhead.
2. Complete the form as of the student's last day of attendance.
3. This form must be signed and stamped by a school official. (Blue ink preferred).
4. The original transfer letter must be presented in the first week of school.

This form should only be used by schools outside of the UAE.

Transfer Letter

1. Name of Student _____
2. Nationality _____
3. Date of birth (d/m/y) _____
4. Class to which he/she was admitted _____ Year _____
5. Current grade _____ Year _____
6. Last day of attendance in the school _____
7. Student's Last Year/Grade Attended..... Equivalent to grade.....in the American Curriculum
8. Result at the end of the Academic Year:
 - a. Passed and promoted to Grade _____ for the Academic Year
 - b. Retained in Grade _____ for the Academic Year _____
9. Additional comments, if any _____

PRINCIPAL/DIRECTOR

SCHOOL STAMP

Name _____

Signature _____