

### 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**

Name \_\_\_\_\_

Signature \_\_\_\_\_

**SCHOOL STAMP**