



# Delhi Private School

P.O.Box-26005, Sharjah, U.A.E  
**Application form for Transfer Certificate (T.C)**

Date of the Application :

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(dd/mm/yyyy)

## 1. Student Details :

Name of the student :	Gender (Male/Female) :
Admission no. : <b>S</b>	Date of birth :
Class & Section :	2 <sup>nd</sup> language studying : (Hindi/French) <i>(For grade 3 - 10)</i>

## 2. Leaving Details

Reason of leaving school :	Place of moving :
Name of the school joining:	Emirate :
Curriculum joining :	<i>(In case of within UAE)</i>

## 3. Clearance

Last date of attendance :	
Name of the class teacher :	Signature
Name of the Supervisor :	Signature
Name of the librarian : All library books returned <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature
Name of the lab. Assistant :	Signature
Transport Supervisor Name:	Signature
Bus number :	
Accounts dues cleared till : / (mm/yy) Receipt number :	Signature
ICT supervisor :	Signature

### Please note:

1. The attested TC can be collected after 10 working days of the last date of attendance.
2. Year End TC will be issued by third week of April.

Name of the parent : \_\_\_\_\_ Contact no. \_\_\_\_\_

Signature of the Parent : \_\_\_\_\_

## Request for Transfer Certificate

To

The Principal

Delhi Private School

Sharjah

Dear Ma'am,

I, \_\_\_\_\_, parent of \_\_\_\_\_,

Admission No. \_\_\_\_\_ of Grade \_\_\_\_\_, wish to inform you that I have to withdraw my

ward from school w.e.f. \_\_\_\_\_ due to the below mentioned reason :

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Thanking you,

Yours faithfully

\_\_\_\_\_ (Parent's Signature)

Name of the parent : \_\_\_\_\_

Contact No.: \_\_\_\_\_

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H.M's Remarks : \_\_\_\_\_

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H.M. Signatures : \_\_\_\_\_

Dated : \_\_\_\_\_