

**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. Result at the end of the Academic Year:
  - a. Passed and promoted to Grade \_\_\_\_\_ for the Academic Year \_\_\_\_\_
  - b. Detained in Grade \_\_\_\_\_ for the Academic Year \_\_\_\_\_
8. Additional comments, if any \_\_\_\_\_

**PRINCIPAL/DIRECTOR**

**SCHOOL STAMP**

Name \_\_\_\_\_

Signature \_\_\_\_\_