

INTERNATIONAL INDIAN SCHOOL - AL-JUBAIL

Eastern Province - Kingdom of Saudi Arabia

Licensed by Ministry of Education K.S.A. Vide Lic. No. Jeem-5

Affiliated to Central Board of Secondary Education

Delhi, India. Affiliation. No. 5730007

School No. 72564E-mail: info@iisjubail.org



المدرسة العالمية الهندية - الجبيل

المنطقة الشرقية - المملكة العربية السعودية

نصريح ورايه لتعليم بالمملكة بية السعودية رقم ج-٥

بالتعاون مع مجموعة الوسط للتعليم الثانوي

دلهي الهند رقم ٧ ٥٧٣ سة رقم ٧٢٥٦٤

Website: www.iisjubail.org

## APPLICATION FOR TRANSFER CERTIFICATE

From: \_\_\_\_\_

To: The Principal

Tel. No: \_\_\_\_\_ Mob. No: \_\_\_\_\_

IIS Jubail

Sir,

Please issue Transfer Certificate of my child.

Si.No	Student's Name	Class & Div	Adm. No	Bus No

The child will be attending class up to \_\_\_\_\_

T.C will be issued after minimum 4 school working days from last date of attending class. The Fee and other dues if any, to be cleared before submitting the Transfer Certificate application through accounts.

Transfer Certificate will be collected by myself/ through authorized representative.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### FOR OFFICE USE ONLY

Tuition Fee and Bus Fee paid up to the month of \_\_\_\_\_

A/C's/Cashier's Name and Signature \_\_\_\_\_

File sent to Admin Section on \_\_\_\_\_ Sign \_\_\_\_\_

Dues Clearance from LAB-in-Charge: Name & Signature (for classes IX and above): \_\_\_\_\_

Dues Clearance from Library-in-Charge: Name & Signature (For classes III and above): \_\_\_\_\_

Dues Clearance from Out Sourcing Transport in charge Name & Signature: \_\_\_\_\_

### FOR OFFICE USE ONLY

Date of Student leaving the school to be noted and Progress Card or its photocopy to be submitted in the Office.

The child attended \_\_\_\_\_ days out of \_\_\_\_\_ Working days in Class \_\_ Div. \_\_ Academic Year \_\_\_\_\_

School Annual Exam/Board Annual Exam last taken with result \_\_\_\_\_

Teacher's Name: Mr./Mrs. \_\_\_\_\_ Signature: \_\_\_\_\_

Issued T.C No. \_\_\_\_\_ Dated \_\_\_\_\_

File checked and closed on \_\_\_\_\_ by \_\_\_\_\_

Principal

IIS Jubail

ص.ب ١١٨٨ - الجبيل ٣١٩٥١ - تلفون: ٣٦٢٤١٣٠ / ٣٦٢٣٤١٥ / ٩٦٦ ١٣ ٣٦١٧٧٨٣ - فاكس: ٩٦٦ ١٣ ٣٦١١٠١٨

P.O. Box 1188 - Al-Jubail 31951 - Tel: +966 13 3624130 / 3623415 / 3617783 - Fax: +966 13 3611018