

SAMPLE TRANSFER LETTER – TRANSFERING FROM ANY OTHER COUNTRY

Please have the following typed on the School's headed paper i.e. The School's name, address, country and telephone number should appear on the letterhead.

1. Name of student :
2. Date of Birth : dd/mm/yyyy
3. Place of Birth :
4. Date of Admission : dd/mm/yyyy
5. Class of Admission :
6. Last Year /Grade Attended :
(Equivalent to Year _____in the International curriculum)
7. Date of Leaving : dd/mm/yyyy
8. Reason for Leaving :
9. Completed Year _____and has been promoted to Year _____for the Academic Year 2009/2010.

Signature of Headmaster/Principal:

Date: dd/mm/yyyy

(SCHOOL STAMP)

Please Note :

- o Without this letter it will not be possible to legally register your child in school or with Ministry of Education in Abu Dhabi
- o Point 9 is only applicable at the end of an academic year

Created with