

**APPLICATION FOR TRANSFER CERTIFICATE**

(To be filled by the Parent /Guardian)

**The Principal,  
Al Alia International Indian School, Riyadh.**

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

**Name of the Student:** \_\_\_\_\_

Class and Section: \_\_\_\_\_ Reg No. \_\_\_\_\_

Date of Leaving the School \_\_\_\_\_

Reason for leaving the School: \_\_\_\_\_

Name of the School and country to be joined \_\_\_\_\_

Signature of the Parent/Guardian \_\_\_\_\_

**OFFICE USE**

No. of working days (up to the date of leaving the school) \_\_\_\_\_

No. of days Present \_\_\_\_\_

Last working date of the student \_\_\_\_\_

Studying /Passed/Detained \_\_\_\_\_

Subjects Studied .....

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Class Teacher..... Signature .....

**OTHER DEPARTMENTS**

Library dues.....

Librarian ..... Signature.....

**Laboratory dues :**

a. Physics Lab ..... Signature.....

b. Chemistry Lab..... Signature .....

c. Biology Lab..... Signature .....

d. Computer Lab..... Signature .....

e. Maths Lab..... Signature .....

1. Fee Cleared up to.....

2. Fees Due.....

Signature of the Accountant.....

Vice Principal.....

Principal.....