

**ABU DHABI INDIAN SCHOOL, BRANCH 1-
AL WATHBA**

P. O. Box: 79803, Abu Dhabi
United Arab Emirates
Tel. No. : 025831991
Fax No. : 025831992
Email: info@adiswathba.com



مدرسة أبوظبي الهندية ، فرع رقم 1 الوثبة
صندوق بريد : 79803 أبوظبي
الإمارات العربية المتحدة
رقم الهاتف : 025831991
رقم الفاكس : 025831992

TC No. _____

Esis No _____

REQUEST FOR TRANSFER CERTIFICATE

Recent
Photograph

G.R.No. _____

School Bus No./Pvt. _____

**The Principal
ADIS Branch 1, Al Wathba
Abu Dhabi, (U.A.E.)**

Dear Madam,

I hereby request you to issue transfer certificate to my son/daughter

Name : _____ Class & Sec _____

*Attached: Copies of valid Passport (First and last Pages), Visa and Emirates ID

I am transferring my ward from your school to:

_____ School in Abu Dhabi/Al Ain/western Region(*Attached NOC
from new school)

_____ Emirate of U.A.E.
India/ _____

Reason for Transfer _____

He/she will be attending classes till: _____ Email: _____

Parent's Emirates ID No. _____

Valid UAE Mobile No. _____ Mob.(2): _____

*I understand that TC will be issued after ten working days (if TC is required in the mid of an academic year) and by end of April or first week of May if TC is required after the completion of an academic year.
I will not approach the school to issue TC before the time specified above.

Date: _____

Parent's Signature: _____

Locker Keys: MEP Books Islamic Books (Muslim Students) USSt. Books

Class Teacher

Supervisor

Principal

Please Note:

- 1) Parent must clear all the pending dues, fill the form completely, attach required documents and update the student data in the school with latest Emirates ID Card. Incomplete & application without required documents will not be considered for TC issuance.
- 2) Grades X: TC will be issued Only after CBSE Result Declaration and ADEK Approval of Board Results.
- 3) Correct details to be provided: Emirates ID No. of the Parent, Personal Email ID & Valid UAE mobile No.

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TC No. _____

Esis No _____

CAUTION DEPOSIT REFUND REQUEST

GR No. _____

Academic year _____

Name of the Student: _____

Grade & Section: _____

Father's Name: _____ Signature: _____

Mother's Name: _____ Signature: _____

Mob: No. _____ Mob: No. _____

Authorized person (if any): _____ EID No: _____

FOR OFFICE USE

Voucher No. _____

Library clearance (class V and above) _____ Librarian: _____

Tuition & Transport Fees paid up to _____ Receipt No.&Date: _____

Accountant: _____

TC No. _____ Issued By: _____ Refund amount AED _____

Approved to refund:

Principal _____

Received AED _____

Signature: _____

Date: _____



Acknowledgment & Undertaking

Home-schooling system

I, parent of (Student's name), in grade.....

School Name:..... Student's (eSIS) Number:

- I, hereby, acknowledge and understand that if I withdraw my Above-mentioned son\daughter from School located in the Emirate of Abu Dhabi, the student will not be eligible for re-enrollment in any private school in Abu Dhabi, given that he/she **continued their education at Home-schooling**, whether in the UAE or overseas, even if the (home-schooling) system was accredited and licensed by an educational authority.

- I also understand that the Department of Education and Knowledge (ADEK) will not register any student that was educated at home-schooling system and the grade that was studied. If my son\daughter was a home-schooling system, I hereby undertake not to request re-enrollment on ADEK Student Information System (eSIS) for an academic year, other than the grade that my son\daughter successfully passed while being a student at a school.

Father\Mother\Guardian name:

Student's Name:

Current School: Current Grade:

Signature: Day & Date: