



DPS MODERN INDIAN SCHOOL, DOHA- QATAR

P.O. Box: 14868, DOHA, QATAR | Tel: +974 - 44499100 (10 Lines)
Email: principal@dpsmisdoha.com, Website: www.dpsmisdoha.com

APPLICATION - STUDENT TRANSFER CERTIFICATE (T.C)

Kindly fill separate form for each student

1	DATE:		TC No. (Office Use):	
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2 STUDENT DETAILS

a) Name of the student: <i>(In block letter, As per passport)</i>					
b) Class / Sec.		c) Admission No			
d) Gender:	Male Female	e) Date of Birth:			
f) Sibling in School		<i>if Yes, Please fill sibling details:</i>			
1)	Ad. No	Name			Class:
2)	Ad. No	Name			Class:

3 REASON FOR LEAVING

a) Joining another school in Qatar (Local Transfer):		Last date in school		
b) Transfer of parents to Home Country / Another Country : (Mention the country):		DD	MM	YYYY

4 PARENT / GUARDIAN DETAILS

a) Name of the Parent / Guardian: <i>(In block letter)</i>				
b) Mob No. :		d) Signature of Parent / Guardian:		
c) Email ID :				

5 APPROVAL OF PRINCIPAL

	<i>Signature and Date</i>
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6 CLEARANCE FORM OFFICE USE

a) Registrar:	Cleared in CSMS		Yes	No	<i>Name, Signature and Date</i>
b) Class Teacher:	No. of Days Present:				
	No. of working days:				<i>Name, Signature and Date</i>
	Last Date Attended : (DD/MM/YY)				
c) Class Rep.:	Informed concerned Teachers & Departments		Yes	No	<i>Name, Signature and Date</i>
<i>Remarks if any:</i>					
d) Accelerated School Programme	<i>Remarks if any:</i>				<i>Name, Signature and Date</i>
e) Academic Co-ordinator	RESULT				<i>Name, Signature and Date</i>
<i>Remarks if any:</i>					
f) Headmistress					<i>Name, Signature and Date</i>
g) Vice Principal					<i>Name, Signature and Date</i>
h) Library:	All library books returned		Yes	No	<i>Name, Signature and Date</i>
i) Lab Incharge	Phy.	Che.	Bio.	Comp.	
<i>Remarks if any:</i>					<i>Name, Signature and Date</i>
j) Transport Dept.	Bus No:		Yes	No	
<i>Informed concern driver:</i>					
k) Accounts:	All school dues cleared till _____		Yes	No	<i>Name, Signature and Date</i>
<i>Remarks if any:</i>					

Note: 01. One month notice is required for TC application. | 02. Processing of TC is based on the clearance from the concerned dept.