



DPS MODERN INDIAN SCHOOL, DOHA- QATAR

P.O. Box: 14868, DOHA, QATAR, Tel: +974 - 44499100 (10 Lines), Fax: +974 - 44667117

Email: principal@dpsmisdoha.com, Website: www.dpsmisdoha.com

APPLICATION - STUDENT TRANSFER CERTIFICATE (T.C)

Kindly fill separate form for each student

1	DATE:	<input type="text"/>	TC No. (Office Use):	<input type="text"/>
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2 STUDENT DETAILS

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

3 REASON FOR LEAVING

a) Joining another school in Qatar (Local Transfer):	<input type="text"/>	Last date in school		
b) Transfer of parents to Home Country / Another Country:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(Mention the country):	<input type="text"/>	DD	MM	YYYY

4 PARENT / GUARDIAN DETAILS

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

5 PRINCIPAL APPROVAL

Signature and Date

6 CLEARANCE FORM – OFFICE USE

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

Note: 01. One month notice is required for TC application.

02. Processing of TC is based on the clearance from the concerned dept.