

## TRANSFER CERTIFICATE SAMPLE

### INSTRUCTIONS TO SCHOOLS

1. **ONLY copy** the information **below** this box onto school letterhead.
  2. Complete the form as of the student's last day in attendance.
  3. This form **must** be signed and stamped by a school official (blue ink preferred).
  4. The original transfer certificate **must** be presented at the time of enrollment.
- This form should only be used for schools located outside the***

***Letterhead of school***

1. Name of Student.....
2. Nationality.....
3. Date of Birth (d/m/y) .....
4. Grade to which he/she was admitted ..... year: .....
5. The present grade..... year: .....
6. Last date of attendance in the school .....
7. Result at the end of the academic year .....
- a) Passed and promoted to grade..... For the academic year: .....
- b) Retained in grade..... For the academic year .....
8. Observations if any .....

**HEADMASTER/PRINCIPAL/DIRECTOR**

Name .....

Signature .....

**SCHOOL STAMP**