

# INTERNATIONAL INDIAN SCHOOL - JEDDAH

UNDER THE PATRONAGE OF EMBASSY OF INDIA, RIYADH  
AND AFFILIATED TO CENTRAL BOARD OF SECONDARY EDUCATION, NEW DELHI - INDIA  
MEMBER, COUNCIL OF C.B.S.E. SCHOOL IN GULF  
AFFILIATION NO. 5730001, SCHOOL CODE - 90072  
MINISTRY OF EDUCATION - K.S.A - LICENCE NO. 045 / J, C.C.No. 136593  
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# المدرسة الهندية العالمية - جدة

تحت رعاية سفارة الهند، الرياض  
وتابعة للمجلس المركزي للتعليم الثانوي، نيودلهي - الهند  
عضو مجلس C.B.S.E. مدرسة في الخليج  
الانتماء رقم. ٥٧٣٠٠٠١ رمز المدرسة - ٩٠٠٧٢  
وزارة التعليم - ترخيص رقم - ج/٠٤٥، رقم العضوية: ١٣٦٥٩٣  
ص.ب: ١٤٨٦١ جدة ٢١٤٣٤، المملكة العربية السعودية  
ت: قسم البنين: +٩٦٦ ١٢ ٦٧٥١٥٣٦ / ٦٧١١٩٣٤ / ٦٧١٢٠٩٧  
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## CIRCULAR

IIS/JED/PRL/2022-23/97

Date: March 9, 2023

*Dear Parents,*

The new Academic Year 2023-24 will commence in the 1<sup>st</sup> week of April 2023. In case you intend to withdraw your child from the school at the end of this Academic Year 2022-2023, you need to apply **ONLINE** for the Transfer Certificate before March 21, 2023. Please note the Transfer Certificate will be processed for your ward only once you clear all the dues for your ward till March 2023 and the TC fees of **SAR 10/-**.

**Please note the following before applying for the Transfer Certificate for your ward.**

1. Clear all the fee dues i.e. Tuition Fees and other applicable fees of your ward until March 2023.
2. Library books if any to be submitted and the library clearance to be obtained.
3. The procedure to apply for the **Online Transfer Certificate** will be as follows.
4. Click the **LINK** and after filling the form, press the submit button. You will get a system-generated acknowledgement of receipt.

The Transfer Certificate will be ready by the second week of April 2023, after obtaining clearances from the school fee section till March 2023. The transfer Certificate fee of SAR 10/- may also be remitted by the parent at the time of receiving the TC. Parents will have to come to the school and collect the original Transfer Certificate.

If for some reason, you are unable to do the online Transfer Certificate process, you can come to the school personally and submit your application in the prescribed format to the TC counter Clerk, who will assist you in completing the process. For those parents who have already submitted their request for Transfer Certificate, kindly ignore this circular for submitting your fresh Transfer Certificate application.

(Dr. Muzaffar Hassan)  
Principal



### Copy to:

- VP-GS
- COE & VP-BS – i/c
- FO / AO
- All HMs & KG Supervisor
- System Administrator
- Accounts Section
- All the Students
- School Website / Help Desk
- SMC for information