



INTERNATIONAL INDIAN SCHOOL - JEDDAH

المدرسة الهندية العالمية - جدة

Circular

IIS/JED/PRL/2025-26/11

Date: May 01, 2025

Subject: Transfer Certificate (TC) Application Guidelines

Dear Parent,

This is to inform you that those intending to apply for a Transfer Certificate (TC) are requested to do so only after clearing the outstanding fee dues up to the month their ward(s) attended classes.

Kindly note that the final date for submitting the Transfer Certificate (TC) application in the prescribed format is Sunday, May 11, 2025. Applications submitted after this date will incur school fees up to the month of submission, irrespective of the student's attendance.

Since the school is required to generate tax invoices on the 1st of each month, which are recorded immediately, any changes made thereafter add to the administrative workload and may lead to tax-related issues.

We appreciate your cooperation in following the above guidelines to help maintain a smooth and efficient process.

Thank you for your understanding and continued support.



(Dr. Mohammad Imran)
Principal

Copy to:

- VP-GS
- COE & VP-BS - i/c
- FO
- AO
- All the HMs & HM – In charges
- Supervisor – KG
- System Administrator
- Accounts Section
- All the Students
- School Website & School WhatsApp Channel
- SMC for information

UNDER THE PATRONAGE OF EMBASSY OF INDIA , RIYADH
AFFILIATED TO CENTRAL BOARD OF SECONDARY EDUCATION, NEW DELHI - INDIA
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تحت رعاية سفارة الهند ، الرياض
تابعة للمجلس المركزي للتعليم الثانوي ، نيودلهي - الهند
الانتماء رقم. ٥٧٣٠٠٠١ رمز المدرسة - ٩٠٠٧٢
وزارة التعليم - ترخيص رقم: ج/٥٠٤٥ رقم العضوية في الغرفة التجارية، ١٣٦٥٩٣
ص.ب: ١٤٨٦١ جدة ٢١٤٣٤، المملكة العربية السعودية
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ت: قسم البنات: +٩٦٦ ١٢ ٦٧٢١٦٠٧ / +٩٦٦ ١٢ ٦٧١٨٣٤٥
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