



المدرسة الهندية النموذجية الجديدة
New Indian Model School, Sharjah

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IMPORTANT CIRCULAR

Application TC: 042/01-26

Date: 21/01/2026

Sub: Application for Transfer Certificate

Dear Parent,

We appreciate your patronage and desire for continuation of your ward as the student of our school. However, if you are intending to withdraw your ward and take Transfer Certificate (T.C) after the **Annual Examination in March 2026**, duly filled T.C application form should be submitted to Accounts Department before 20th February 2026. This information will help us to plan admission in various grades in the school for the academic year 2026-2027.

Please note that for the processing of the TC, it is mandatory to clear the fees up to March 2026.

Parents who wish to apply for T.C. may complete the 'Performa' herewith and email it to the respective 'Class Teacher' at the earliest.

Principal

To
The Principal
New Indian Model School
Sharjah

Sub: Proceedings for Transfer Certificate

Sir,

Reference to your school circular with regard to the mentioned subject [Viz Circular No: Application TC: 042/01-26 dated: 21/01/2026;] please be informed that I wish to take the T.C. for my ward Master/ Miss..... Std & Div..... after the Annual Examination of March 2026; therefore kindly send me a 'T.C. Application Form'.

Thanking you,

Parent's Name: _____ Mobile No: _____