

From the Admissions Manager Mrs Sara Hassan

TRANSFER CERTIFICATE

- The information below is required on the current school letterhead
- The School must complete the form confirming the pupil's last day of attendance
- This form must be signed and stamped by a school official
- The **original** transfer certificate must be submitted to Brighton College, once completed, before the start of the new academic year

Below is the information that needs to appear on the Transfer Certificate:

1.	Name of the pupil:
2.	Nationality:
3.	Date of Birth (dd/mm/yyyy)
4.	Year Group/Grade at which pupil was first admitted to the current school:
5.	Date when pupil was first admitted to current school:
6.	The student's current Year Group/Grade:which is equivalent to year in British curriculum.
7.	Last day of attendance at current school:
8.	Result at the end of the Academic Year: Promoted/Not Promoted (delete one) to Year
	Group/Gradefor the Academic Year 20_to 20
	HEAD MASTER/PRINCIPAL/DIRECTOR/ADMINISTRATION MANAGER
	Name:
	Signature:
	School Stamp