



**INDIAN SCHOOL SOHAR  
CIRCULAR  
LKG to XI**

**ISS/WEBCIR/105/22-23**

**2<sup>nd</sup> March 2023**

**TRANSFER CERTIFICATE CIRCULAR**

Dear Parents,

Please note: -

- Parents who wish to withdraw their ward from school are requested to apply for Transfer certificate on or before **15<sup>th</sup> March 2023**.
- Parents, even if have filled the 'Intent to withdraw' form, must submit the application for Transfer certificate at the school "**admission counter**" between 8: 00 am and 1:30 pm on any working day.
- Transfer Certificate application form can be downloaded from the following link:  
<https://www.indianschoolsohar.com/pdf/APPLICATION-FOR-TRANSFER-CERTIFICATE.pdf>
- Transfer Certificate fee RO. 1/- is payable at the time of submission of Transfer Certificate application.
- Transfer certificate will be issued after 03 working days from the date of declaration of Term II exam result.
- Session break is from 24<sup>th</sup> March 2023 to 27<sup>th</sup> March 2023 and Transfer certificate will not be issued during this period.
- Fee of April month will be payable, if the Transfer Certificate application is received by the school after 31<sup>st</sup> March 2023.

Warm regards,

Sanchita Verma  
Principal  
Indian School Sohar