AL DIYAFAH HIGH SCHOOL L.L.C

مـــدرســـة الـــضـيـــافـــة الـثـــانـــويـــة ذ.م.م

REQUEST FOR SERVICES

Name of the Student:	Date of Birth:
Current Student: Year: Sec:	GRN:
Ex ADHS student: Year of Passing:	Mobile Number:
Email id:	Date of submission:

Documents *(Please tick the box as per your requirement)*	Details	No: of Copies	Document charges
Transcript (Specify Year) ☐			
Predicted Grades ☐			
Letter of Recommendation [Maximum of 2 letters] ☐	Name of Teachers: 1. 2.		
Bonafide letter ☐			
Letter for **NOL** card ☐			
No. Objection Letter/ Migration Certificate ☐			

For letter of Recommendation attach a separate sheet mentioning your academic achievements & participation in cocurricular activities.

Policy for Requested Document

The following policy will be in action for the issue of all documents requested:

- Please mail the request to : requests@diyafahschool.com and processing time is 7 working days
- Charges for the documents are as follows:
  - Set of documents for Sixth form students- AED 30/- (1 transcript, 1 predicted grades, 1 bonafide & H recommendation letters)
  - If it is only bonafide letter/NOL card/Migration certificate & NOC – AED 15/-
  - If the above documents are required on urgent basis the charges will be doubled.
- Where the school is required to post the transcripts/ documents directly to the Universities, all the postal charges will also be charged to the student.

I agree to the above terms and conditions

School retains the right to make any changes in the above policy as and when required.