

## Student Transfer Application

**Please tick (✓) the appropriate choice**

**Inter-City Student Transfer**

**Within City Student Transfer**

- This transfer application is applicable to both **Inter-city** and **within city** Student Transfer.
- However, please use separate application for each sibling.

To: Principal

From:

Date:

Subject: **STUDENT TRANSFER**

Dear Principal,

I Mr/Ms. \_\_\_\_\_ Portal ID# \_\_\_\_\_ is studying  
 in program \_\_\_\_\_ at RIC \_\_\_\_\_ Campus and  
 I Mr/Ms. \_\_\_\_\_ would like to transfer from RIC \_\_\_\_\_  
 \_\_\_\_\_ Campus to RIC \_\_\_\_\_ Campus due to the following reason(s).

**Please Tick (✓) the appropriate choice (Only for Within City Student Transfer)**

1. A new Campus is now being operative in / near my locality
2. Not satisfied with quality of facilities / academics
3. Any other (Please Specify)

**Please Tick (✓) the appropriate choice (Only for Inter- City Student Transfer)**

- 1. My whole family is shifting to another city\*
- 2. Not satisfied with quality of facilities / academics
- 3. Any other (Please specify)

\*In case of shifting please share the current address: \_\_\_\_\_

\_\_\_\_\_

**Undertaking**

- I understand that the transfer process is subject to the condition of Agreeing in Writing of both Principals of Relieving (Initiating) Campus and Receiving (Destined) Campus, as well as possession of valid Student Portal ID.
- I hereby declare that all DUES are clear and there are no obligations regarding FEE, FINES etc. and I agree to pay outstanding amount, if any.
- I understand that the transfer process will take minimum fifteen (15) working days.
- In case of semester system, the transfer process will be undertaken after completion of semester.

I am looking forward to your response / decision.

Regards,

Parent's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Contact No: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

CNIC# \_\_\_\_\_

Student's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Program: \_\_\_\_\_ Session/year: \_\_\_\_\_

CNIC: \_\_\_\_\_

**To be filled by Principal (Current Campus)**

Approved  Not Approved  Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

Signature & Stamp:

- Original sent to Riphah International College Head Office (for process): on date: \_\_\_\_\_

**For Use of Head Office (Project Director)**

Approved  Not Approved  Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

Signature & Stamp:

- A reply through an E-mail to Principal of (Current) Campus & (Destined) Campus regarding student transfer.