

**Document Request Form for Secondary Transfer / Summer School**

Name: \_\_\_\_\_  
Class: \_\_\_\_\_ ( )  
Program:  Local  IB  
Email of student: \_\_\_\_\_  
Email of parent: \_\_\_\_\_  
Tel No.: Personal: \_\_\_\_\_  
Mother: \_\_\_\_\_  
Father: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Document to be requested:  Transcripts  References

(CFS use only)
Application received on:
Payment:
Counsellor:
Application completed on:

**Please read carefully before signing and submitting.**

**I, the above named applicant, declare:**

1. I understand that this form should be submitted at least **14 working days** in advance to ensure documents are prepared before the deadline(s).
2. I understand that applications will be processed only when all details or documents necessary are provided.
  - This form
  - A copy of the last 2 years' Report Cards
  - Form R2 / CV (if apply references)
3. I understand that each applicant is limited to apply to **6 schools** through CFS.
4. I understand that I am responsible for any costs associated with the process and submission of documents related to my application(s).
5. I agree to follow the guidelines given by the Centre in order for my application(s) to be submitted on time.
6. I understand that transcripts and references are confidential and they will be sent to my applied schools directly by my counsellor.
7. I understand that DBS will be using its standardised reference documentation and will not be using external admission portals or forms.
8. I agree to notify the Centre of my final decision.

**Parent of the above named applicant declares:**

1. I understand and agree that my son as an applicant is responsible for his own application(s) and the above obligations. He has to follow the guidelines given by the Centre in order to complete his application(s) on time.
2. I understand and agree that DBS will be using its standardised reference documentation and will not be using external admission portals or forms.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Name (Printed)

**A. List the names of schools that you are applying to:**

*(Please write down the admission email or mailing address in the address box. Applicant should hand in \$350 DHL fee for each address first before mailing.)*

School Name (City, Country)	Application Deadline	Submission through
1.		<input type="checkbox"/> Email <input type="checkbox"/> Mail
Mailing / Email Address:		
2.		<input type="checkbox"/> Email <input type="checkbox"/> Mail
Mailing / Email Address:		
3.		<input type="checkbox"/> Email <input type="checkbox"/> Mail
Mailing / Email Address:		
4.		<input type="checkbox"/> Email <input type="checkbox"/> Mail
Mailing / Email Address:		
5.		<input type="checkbox"/> Email <input type="checkbox"/> Mail
Mailing / Email Address:		
6.		<input type="checkbox"/> Email <input type="checkbox"/> Mail
Mailing / Email Address:		

*Please note: The school will not entertain any applications that are past their deadlines.*

**B. Fill in the corresponding information regarding the documents you request:**

**Transcripts**

I would like to have transcripts from Grade \_\_\_\_\_ to Grade \_\_\_\_\_.

\$25/copy

**References**

If you apply in the first term, please write down names/initials of teachers who taught you last year.

If you apply in the second term, please write down names/initials of teachers who teach you this year.

	Name / Initial of Teacher
1. Class teacher	
2. English teacher	
3. Mathematics teacher	

*(Please attach your CV or a filled R2 Form when you submit this R3 Form to CFS for information to be included in your reference.)*

\$20/copy

Total: \$ \_\_\_\_\_