

Order form

Official document request

1. Personal details

Student's name	Date of birth (DD/MM/YY)
Year of departure (former student) or	Grade (current student)
Your name	Relationship to student
Today's date (DD/MM/YY)	Daytime phone
Email	

2. Reason for request

- University application
- School transfer
- Other (please specify)

3. Processing time

- Non-urgent
(6-10 school days)
- Urgent
(3-5 school days, additional fees apply)
- Emergency
(next school day, current students only, additional fees apply)

4. Document(s) required (see overleaf for fees)

Document type	Number of copies	Fee per item Office use only	Fee sub-total Office use only
Official MOE Transfer Certificate			
Official MOE Continuation Certificate			
Official MOE Final Grades Certificate			
Report Cards (specify grades / semester)			
Certificate of Enrollment			
Official Transcript (high school only)			
Unofficial Transcript (high school only)			
		Courier / mail fee	
<input type="radio"/> Paid (cash, cheque, bank transfer) Receipt number:		Fee total	

05. Delivery preference

- Email
- Self collection from campus
(go to section 6)
- Authorized person to collect from campus
(go to section 7)
- Mail
(additional fees apply, go to section 8)
- Courier
(additional fees apply, go to section 8)

Please note

- Urgent and Emergency processing may be slower at the beginning and end of a semester.
- Request for a Letter of Recommendation should be submitted directly to relevant teachers or administrators.
- Grade 12 students may request up to five copies of transcripts free of charge for university admissions purposes. They will also receive one certificate of enrollment and up to five transcripts at Graduation. An official document request form must be completed for these requests.
- Mail and courier fees depend on location and speed and will be calculated in advance.

6. Self-collection acknowledgement (to be completed upon document collection)

Name _____ Collection date (DD/MM/YY) _____

Your signature _____

7. Authorization of person to collect

I authorise

Name _____ Phone _____

to collect the above documents at The WellSpring School office on my behalf.

Your signature _____

8. Mail / courier delivery details

Recipient name _____ Recipient phone _____

Delivery address _____

Document fees

Cost per document (AED)

Current students	Non-urgent (6–10 days)	Urgent (3–5 days)	Emergency (next day)
Official MOE Certificates	Free	Free	Not available
Report Cards (one copy)	Free	10	25
Certificate of Enrollment (one copy)	Free	10	25
Official Transcript	Free	25	50
Unofficial Transcript	Free	10	25
Extra copies of above documents		+20 per copy	
Former students and Alumni	Non-urgent (6–10 days)	Urgent (3–5 days)	Emergency (next day)
Report Cards (one copy)	10	10	25
Official Transcript	10	25	50