

Thank you for your interest in Ardenne High School. Please submit the following documents to the **PRINCIPAL'S OFFICE**:

**CHECKLIST OF REQUIREMENTS FOR TRANSFER REQUEST**

1. Online Confirmation form and Processing Fee – (Application processing fee is **J\$4,000.00** pay at Necessities Bookstore on campus.
2. Letter of request, addressed to the Principal stating your reasons for transfer request, etc.
3. Two (2) recommendations, one from the last school attended, and the other from a reputable individual (e.g., JP or Minister of Religion)
4. Photocopy of most recent reports.
5. Photocopy of Birth Certificate and original.
6. Photo Copy of up-to-date immunization card and original.
7. Official copy and photocopy of the GSAT/PEP results. (not required for 8-10)
8. Two (2) passport-sized photographs.

**\*\*\*Please note that only short-listed applicants will be contacted and no incomplete application will be processed. \*\*\***