

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\$2,500.00** 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. ******