



Office of Admissions  
Records & Registration

### **Applicant Requirement for Transfer**

#### **TRANSFER STUDENTS**

1. Valid Transcript for previous school attended
  2. Verification Letter of academic performance form previous School
  3. Character Letter from your Community (Not more than three months old)
  4. Letter of Recommendation for your Church or mosque (Not more than three months old)
  5. Please provide any **ONE** of the following identifications
    - ✓ SCHOOL ID
    - ✓ DRIVER LICENSE
    - ✓ WORK ID + JOB VERIFICATION LETTER
    - ✓ PASSPORT
    - ✓ BIRTH CERTIFICATE
  6. Health Certificate (Not more than three months old)
  7. Receipt of \$ 15USD Transfer admissions fees
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#### **Re-Admitted Students**

1. One Passport Size Photo
2. Receipt of \$15 Re-admission Fee
3. One Cover Letter Explaining the reason for your return
4. Please provide one of the following identifications:
  - ✓ School ID
  - ✓ Driver License
  - ✓ Work ID + Job Verification Letter
  - ✓ Passport
  - ✓ Birth Certificate