

# NIS Transfer Procedures

Email indicating your intention to leave

As soon as you know you are leaving please email [admissions@nanjing-school.com](mailto:admissions@nanjing-school.com) indicating your intention to leave, your last day at NIS and requesting any documentation that you may require.

Complete a Clearance Form

Collect a Clearance Form from Reception or download from website. <http://www.nischina.org/page.cfm?p=565> Signatures are needed to show that all books, equipment and ID cards have been returned.

Macbook clean up (G5-12)

restore Macbook at IT Department (takes up to 2 hours)

Reference request

## Relevant Counsellors

PS [calevakelly@nanjing-school.com](mailto:calevakelly@nanjing-school.com)  
MS [lanceyuen@nanjing-school.com](mailto:lanceyuen@nanjing-school.com)  
US [gretchengalaty@nanjing-school.com](mailto:gretchengalaty@nanjing-school.com)

Refund of book deposit

Bring the completed Clearance Form to accounts office to apply for refund.

Collect transfer documents

On the last day, collect transfer documents at Centre Reception. School will only release transcripts or studentship letters if we have received your completed Clearance Form.

The school will provide three “chopped” originals of Transcripts, School Profile and Enrollment certificate for every student. **They are available on the last day of attendance if the student is leaving early.** Three working days notice is required for preparation of these documents.

**School reports** are available on Veracross - as designated in the school calendar. If you have lost your school report, please email Kasson Bratton : [kassonbratton@nanjing-school.com](mailto:kassonbratton@nanjing-school.com) and set up a meeting. **Replacement reports may be emailed within 3 working days. Once you have left school you will no longer have access to Veracross so make sure you have all reports before you leave.**