



Oasis International School

# Document Request 2024-2025

**Student's name:** \_\_\_\_\_ **Current Grade:** \_\_\_\_\_

**Date needed (allow 5 business days):** \_\_\_\_\_

**Date requested:** \_\_\_\_\_

## Please mark the documents needed:

- High School Transcript (grades 9-12 on one page) - # of copies: \_\_\_\_\_
- Report card - # of copies: \_\_\_\_\_
  - Grade/school year: \_\_\_\_\_
- Enrollment letter
  - In English - # of copies: \_\_\_\_\_
  - In Turkish - # of copies: \_\_\_\_\_
- Other: \_\_\_\_\_ - # of copies: \_\_\_\_\_

## Signature and stamp required?

- No
- Yes

**Total # of documents/copies:** \_\_\_\_\_

**Fees** Oasis will sign and stamp 5 pages for free. If you require more than 5 pages to be signed and stamped, there is a fee of 30TL per page.

Total number of copies \_\_\_\_\_ – 5 free = \_\_\_\_\_ x 30TL

Total fee: \_\_\_\_\_

### Office use:

- Cleared by business office to release documents
- Paid fee for extra copies