



INTERNATIONAL COMMUNITY COLLEGE

Office of Admissions

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ADMISSIONS FORMS COVER LETTER

Medical Form | Former School Financial Clearance | School Leaving Certificate / Transfer Record

Student Name		Class / Year Applying For	
Parent / Guardian		Date Issued	
Former School		Former School Contact	

Purpose

International Community College (ICC) has issued the attached admissions forms to complete the student admission, transfer and onboarding file. Parents/guardians should complete the medical requirements with a qualified medical practitioner where required, and request the former school to complete the school records and clearance forms.

Documents attached

- 1. ICC Medical Form:** Parent/guardian and qualified medical doctor/physician to complete where required. This supports student health records, emergency planning and boarding/medical clearance.
- 2. Former School Financial Clearance Form:** Former school Accounts/Finance Office to confirm outstanding fees, arrears, property, books, devices or other obligations.
- 3. School Leaving Certificate & Transfer Record Form:** Former school administration/registrar to confirm enrollment history, class/year completed, conduct, attendance, academic standing and transfer status.

Request to the former school

The Head of School, Registrar, Administrator, Accounts Office or authorised school official is kindly requested to complete the relevant forms and release any required supporting records to the parent/guardian or directly to ICC Admissions. Where possible, records should be stamped, signed and issued on official school letterhead or with the school seal.

Return options: Return completed forms to the parent/guardian in a sealed envelope or email directly to admissions@icc.edu.gh with the student name in the subject line.

Confidentiality

Submitted records will be used for admissions verification, class placement, safeguarding, welfare support, finance onboarding and student record creation. ICC treats submitted records as confidential school records and shares them only with authorised staff where necessary.

Thank you for your cooperation and assistance in completing the student's transfer and onboarding documentation.

Warm regards,

ICC Admissions Office

International Community College

International Community College - Inculcating Intelligence and Character