



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 pages needing stamp & signature: _____

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 40TL per page.

Total number of copies _____ – 5 free = _____ x 40TL

Total fee: _____

Office use:

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