

TRANSFER CERTIFICATE INFORMATION

It is the Ministry of Education requirement that all students must submit a Transfer (or Leaving) Certificate from their current school, before they start the new school as follows:

- Students from FS1 to Year 13 should submit the KHDA Leaving Certificate if they are coming from another school in Dubai.
- Students joining Year 3 and above must submit a Transfer Certificate (TC) before they start school if they are coming from another Emirate or overseas.

What is a Transfer Certificate?

- A school Transfer Certificate is an official letter from the most recent school, confirming information about a student's enrolment.
- A TC must be in either English or Arabic and stamped with your current school's stamp.
- Depending on the country that you are transferring from, the TC may need to be further attested before it can be submitted. See notes below for requirements by country.
- All TCs must clearly state which year group a student has completed and which year group he/she is promoted to at the end of the school year (please refer to the attached sample). Please pay attention to any variances across the school systems and, if in doubt, do not hesitate to ask our team to assist.
- The **original** Transfer Certificate (TC) must be submitted to the school Admissions Office at the time of enrolment.

Which stamps do I need for my Transfer Certificate?

Find your current school's location below to determine the necessary attestations:

Location	Attestation required by Ministry of Education
North America, Western Europe (including UK) and Australia	1. Transfer certificate should be on the school letterhead with the signature of the Principal and the stamp of the school.
Middle Eastern countries, South and Central America, Asia, Russia, former Russian States, Eastern Europe, Africa, and New Zealand	1. Signature of the Principal and the stamp of the school. 2. Attestation by the Ministry of Education in the country of origin. 3. Attestation by the UAE Consulate or Embassy in the origin country or the attestation of the Ministry of Foreign Affairs and International Cooperation in the UAE

Another Emirate in the UAE or GCC countries	<ol style="list-style-type: none"> 1. Signature of the Principal and the stamp of the school. 2. Attestation by the Educational Authority in that Emirate or attestation by the Ministry of Education in the GCC country.
Dubai	<ol style="list-style-type: none"> 1. KHDA leaving certificate (Students cannot start the school before submitting it)

Minimum requirements to start school for overseas students and students relocating from another Emirate.

We do understand that some documents take time to be issued or attested however, the below documents must be submitted to school admissions at the time of enrolment for your child to be able to start school:

- Passport copy for the student.
- Passport copies for both parents
- A complete report card / transfer certificate in English or Arabic
- Parents' email addresses
- UAE phone numbers for both parents (or one at least).

Please note that as per the KHDA regulations, students are not allowed to attend the school unless the above requirements are met.

Sample Transfer Certificate Wording -Transferring from outside of the UAE/another country.

Please have the following typed on the school's original letterhead, showing the school's full name, address, country, and telephone number. The certificate must be in English or Arabic and it must be signed by the Principal and stamped with the school's official stamp. Further attestation will be as per the above table.

TO WHOM IT MAY CONCERN

1. Name of student:
2. Date of birth: (dd/mm/yy)
3. Place of birth:
4. Nationality:
5. Last Year/Grade attended:
6. Date of leaving: (dd/mm/yy):
7. Year passed, and Year promoted to: (if end of school year) or
Current Year /Grade: (if transferring midway through the academic year)
8. Curriculum followed:
9. Is school a 12- or 13-Year school system:

School Principal name and signature

Date:

School Stamp