

TRANSFER CERTIFICATE

SAMPLE

INSTRUCTIONS TO SCHOOLS

1. ONLY copy the information outside this box onto school letterhead.
2. Complete the form as of the student's last day in attendance.
3. This form must be signed and stamped by a school official (blue ink preferred).
4. The original transfer certificate must be presented at the time of enrollment.

This form should only be used for schools located outside the UAE.

1. Name of the Student: John Smith
2. Nationality: American
3. Date of Birth (d/m/y): 21/04/2007
4. Class to which he/she was admitted: Gr.1 Academic Year: 2013/2014
5. The present Class: Gr.4 Academic Year: 2016/2017
6. Last date of attendance in the School: June 12, 2017
7. Result at the end of the Academic Year
 - a) Passed and Promoted to Class .Gr.5 for the Academic Year: 2017/2018
 - b) Detained in Class for the Academic Year
8. Observations if any

HEADMASTER / PRINCIPAL / DIRECTOR (please specify)

Name

Signature

SCHOOL STAMP

If no stamp/seal is available/exist,

Signatory must write:

"No stamp available" and initial

TC = Transfer Certificate

PLEASE READ THE INFORMATION BELOW

✓ WHO NEEDS A TRANSFER CERTIFICATE?

All students in grade 2 through 12 require a TC.

Students in KG1, KG2 and grade 1 require a TC if they enroll after November 15.

✓ WHAT IS A TRANSFER CERTIFICATE?

A TC is not the same as school records or school transcripts. A TC should clearly state to which grade a student was promoted at the end of the year (if enrolling in August), or in which grade the student is currently enrolled (if enrolling mid-year). It is a good idea to use the sample form provided in this package. TCs must be in English or Arabic.

✓ WHY DO WE NEED A TRANSFER CERTIFICATE?

The Ministry of Education in Dubai (KHDA) requires each student to submit a TC as well as a UAE residence visa for registration. Residence visas must be submitted as soon as they are completed.

✓ WHICH STAMPS DO I NEED FOR MY TRANSFER CERTIFICATE?

Stamp requirements are dependent on your child's current school location. Find your school's location below:

TCs **must** be stamped by the authorities listed below:

<p>North America, Western Europe, Australia or New Zealand</p>	<p>Middle East (except for the UAE), South and Central America, Asia, former Russian States, Eastern Europe and Africa</p>
<ul style="list-style-type: none"> • School stamp and signature 	<ul style="list-style-type: none"> • School stamp and signature • Ministry of Education (in the country of the school's location) • Ministry of Foreign Affairs (in the country of the school's location) • UAE Embassy (in the country of the school's location) • Ministry of Foreign Affairs (in Dubai)