

IMPORTANT!
TRANSFER CERTIFICATE

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.

TRANSFER CERTIFICATE

1. Name of the Student.....
2. Nationality.....
3. Date of Birth (d/m/y)
4. Class to which he/she was admitted..... Year:
5. The present Class..... Year:
6. School Name: Country:.....
7. Last date of attendance in the School
8. Result at the end of the Academic Year
- a) Passed and Promoted to Class for the academic Year:
- b) Detained in Class for the Academic Year
9. Observations if any

HEADMASTER/PRINCIPAL/DIRECTOR

Name

Signature

SCHOOL STAMP

PLEASE READ THE INFORMATION BELOW

□ WHO NEEDS A TRANSFER CERTIFICATE?

All students in Year 2 to Year 13 require a TC.

Students in FS1, FS2 and Year 1 require a TC if they enroll after November 15 and have attended another school.

□ 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 requires each student to submit a TC, a UAE residence visa, and a Birth certificate in English or Arabic 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 previous school location. Find your school's location below:

TCs *must* be stamped by the authorities listed.

North America, Western Europe, Australia or New Zealand

- ▶ School stamp and signature

Middle East (except for the UAE), South and Central America, Asia, former Russian States, Eastern Europe and Africa:

- ▶ 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). In case UAE Embassy doesn't exist there, go to any Arabic Embassy.

Another emirate of the UAE:

- ▶ School stamp and signature (TC must be in Arabic)
- ▶ Ministry of Education of the Emirate.