

TRANSFER CERTIFICATE - example only

Students transferring from outside of Dubai will need to provide an official Transfer Certificate (also known as a Leaving Certificate) from their current school. The Certificate must be typed on the school's letter headed paper and contain the following information:

TRANSFER CERTIFICATE

1. Student's Name
2. Date of Birth
3. Place of Birth
4. Date of Admission
5. Class of Admission
6. Last Class Attended
7. Date of Leaving
8. Reason for Leaving

9. *(Student's name)* has completed Year _____ and would have been promoted to Year _____
or
(Student's name) would have continue his/her studies in Year ____

Signature of Principal

Date

SCHOOL STAMP

For students coming from the United Kingdom, Europe, Australia, Canada or the USA, the Leaving Certificate needs the school stamp, and the signature of the Principal.

For students coming from any other country, the Leaving Certificate **MUST BE ATTESTED BY:**

The Ministry of Education*

The Ministry of Foreign Affairs*

The UAE Consulate (if no Consulate, the British Embassy)*

* from the country which the student is leaving

This applies to all students entering Year 1 and above.

Foundation pupils entering after the start of the Academic Year also require a transfer letter. Without this letter it will not be possible to register the student with the Ministry of Education in Dubai.