

Transfer Certificate Sample and Instructions

TO BE COMPLETED BY THE STUDENT'S CURRENT SCHOOL

Instructions to the current school:

1. Copy the lower portion* of this transfer certificate onto your 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. Check the instructions for attestation of the TC below. (Attestation is usually completed by parents.)
5. The original transfer certificate must be presented at the time of enrollment.

ATTESTATION: Attestation of the TC is dependent on the school's location, not curriculum. Please see below which attestation you will need.

SCHOOL LOCATION	ATTESTATION NEEDED
Dubai	KHDA Transfer Certificate required
Other UAE Emirate	Arabic transfer certificate with stamp from Educational Zone of the Emirate
United States, Canada, Australia, New Zealand and Western Europe	School stamp and signature of school official only
GCC country (Kuwait, Oman, Bahrain, Qatar, Saudi Arabia)	Ministry of Education of that country
All other countries	Ministry of Education, Ministry of Foreign Affairs, and the UAE Embassy of that country

Copy the information below this line onto your own letterhead

TRANSFER CERTIFICATE

1. Name of Student:
2. Date of Birth (dd/mm/yy):
3. Nationality:
4. Last Year/Grade Attended:
5. Date of Leaving (dd/mm/yy):
6. Passed and promoted to Year/Grade:
7. Current Year/Grade (if transferring midway through the academic year).....
8. Curriculum followed (i.e. UK/US)
9. 12 or 13 year school system

Signature of Principal:

Date:

SCHOOL STAMP