



## **Transfer Certificate** *(Guidelines)*

**Please read the following information carefully.**

1. *This sample transfer certificate is only required for students coming from schools outside the UAE.*
  2. *The Transfer Certificate must contain the information as noted on original school letterhead, signed and stamped by the school's Head / Principal.*
  3. *The **Original Transfer Certificate** must be submitted to the School Office at the time of enrolment.*
  4. *Students transferring from:*
    - *a country in Africa, South Africa, the Middle East (except for UAE), South and Central America, Eastern Europe, Asia, Russia and the CIS need to provide an original transfer certificate attested by the Ministry of Education, Ministry of Foreign Affairs and UAE Embassy in that country;*
    - *a country in North America, UK, Western Europe, Australia or New Zealand need to provide an original transfer certificate on the last school's letterhead (signed and stamped);*
    - *an emirate in the UAE need to provide an original transfer certificate in Arabic on the last school's letterhead, signed and stamped, and attested by the Ministry of Education in that emirate; and*
    - *a school within Dubai need NOT provide an original transfer certificate. All transfers between schools in Dubai are completed via online system, initiated by the receiving school.*
  5. *Transfer Certificates must be properly signed, stamped or attested as necessary, in order for your child to be registered at UAE Ministry of Education.*
  6. *Final Placement of students will be based on the information supplied in the transfer certificate.*
  7. *Registration of student is subject to the approval of the Ministry of Education.*
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**Parents please note that without the Transfer Certificate it will not be possible to legally register your child in school or with the Ministry of Education in Dubai.**

**(Sample Format)**

*To be completed by your child's last school attended.*

# **SCHOOL LETTERHEAD**

**School Address**  
**School Tel. Number**  
**School Fax**  
**School's Website**

## **TRANSFER CERTIFICATE**

### **TO WHOM IT MAY CONCERN**

1. Name of Student :
2. Date of Birth : dd/mm/yyyy
3. Place of Birth :
4. Nationality :
5. Last Year Level Attended : Year \_\_\_\_
6. Passed & Promoted to : Year \_\_\_\_
8. Currently in Year : Year \_\_\_\_  
*(if transferring midway through academic year)*
8. Date of Leaving : dd/mm/yyyy
9. Curriculum Followed :
10. School System (12 or 13 years system) :

Signature of Headmaster/Principal/Director :  
Name :

Signature :

Date : dd/mm/yyyy

School Stamp