

# 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. New students from outside Dubai and entering Grade 2/Year 3 and above must have a transfer certificate from their last grade/year of enrolment. If this certificate is from another country, endorsements and ratifications must be provided according to the details below:

**Students transferring from:**

- Another country in the UAE or any GCC country, they will need school principal's signature, school stamp, attestation by the Educational Authority in that Emirate or attestation by the Ministry of Education in the GCC country.
  - North America, Western Europe and Australia, they will need school principal's signature and school stamp.
  - Middle East (excluding the UAE), South and Central America, Asia, Russia and former States, Eastern Europe, Africa and New Zealand, they will need school principal's signature and school stamp, attestation by the Ministry of Education in the country of origin, Attestation by the UAE Consulate or Embassy in the origin country OR by the Ministry of Foreign Affairs in the UAE.
  - High school students (Grades 10 to 12 and their equivalent) who transfer to a different curriculum in the UAE must obtain an equivalency certificate from the Ministry of Education. This does not apply to students transferring from MOE schools.
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.

**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.**

## School Letterhead

School Address

School Telephone Number

School Fax

School's Website

## Transfer Certificate

**TO WHOM IT MAY CONCERN**

1. Name of Student : .....
2. Date of Birth : .....
3. Place of Birth : .....
4. Nationality : .....
5. Last Year Group Attended : .....
6. Passed & promoted to : .....
7. Currently in year 1981 : .....
8. Date of Leaving : .....
9. Curriculum Followed : .....

**Signature of Principal/Director**

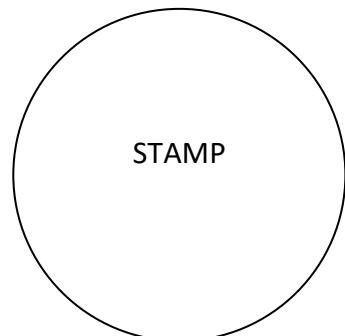
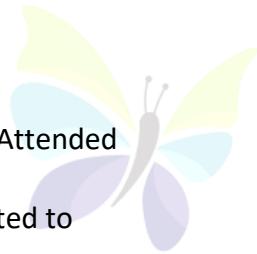
**Name:**

**Signature:**

**Date:**

**FORTES**  
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## **KHDA Registration**

### **Transferring Within UAE/Within Dubai**

You will need:

- a) Sponsor's & Student's Emirates ID copies to be uploaded online with the Transfer Certificate (for FS1 to Year 13).

Or

- b) If Emirates IDs are not yet available, please make sure the Sponsor's & Student's Passport copies are uploaded on your online application for KHDA manual registration.

### **Transferring From Overseas**

You will need:

- a) Sponsor's & Student's Emirates ID copies to be uploaded online with the Transfer Certificate (for FS1 to Year 13).

Or

- b) If Emirates IDs are not yet available, please make sure the Sponsor's & Student's Passport copies are uploaded on your online application for KHDA manual registration.

**Kindly complete the undertaking if there are outstanding documents that are yet to be submitted.**

## Parent Undertaking for Missing Documents

I, ..... parent of ..... , who is currently attending Year ..... , Section ..... at ..... School, Dubai, undertake to complete and submit all the officially required documents to complete the student's registration as required by the KHDA and to sign the school-parent contract. I will be submitting the following documents or evidence within ..... from the date of this letter.

### **Documents Required:**

- Leaving /Transfer certificate attested as per the KHDA guidelines
- UAE Emirates ID (Parents /Students)
- Ministry of Education Equivalency (applicable for student transferring Within Dubai from Non-British Curriculum from Y10-Y13)

I fully acknowledge that failing to comply within the specified timeline will result in noncompletion of the student registration process at the school and we will not be entitled to give any attested certificates and re-enroll the student for the new academic year. The student's registration will be considered as cancelled if the required documents are submitted within the timeline.

### **Parent Signature:**

### **Date:**