

Transfer Certificate Instructions

PLEASE READ INFORMATION BELOW

✓ **WHO NEEDS A TRANSFER CERTIFICATE?**

All students in Grades 2 to 12 require a TC.

Students in KG1, KG2 and Grade 1 require a TC if they enroll after November 15.

✓ **WHAT IS A TRANSFER CERTIFICATE?**

A Transfer Certificate (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. TC's must be in English or Arabic. A TC is required by the Ministry of Education (MOE) in the U.A.E.

✓ **WHICH STAMPS DO I NEED FOR MY TRANSFER CERTIFICATE?**

Stamp requirements are dependent on school location.

Find your school's location below*:

TCs **must** be stamped by the authorities listed.

North America, Western Europe, Australia, New Zealand and Japan:

- ▶ School stamp and signature

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

To be complete in the country you are leaving

- ▶ School stamp and signature
- ▶ Ministry of Education (*in the country of the school's location*)
- ▶ UAE Embassy (*in the country of the school's location*)

Another emirate of the UAE:

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

GCC (Bahrain, Kuwait, Oman, Qatar, Saudi Arabia)

- ▶ School stamp and signature (*TC may be in English or Arabic*)
- ▶ Ministry of Education of that country

Dubai:

School stamp and signature (*TC must be in Arabic*)

IMPORTANT!

INSTRUCTIONS TO SCHOOLS

1. **ONLY** copy the information on **page 2 below** 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 SAMPLE

Letterhead of school

1. Name of the Student.....
2. Nationality.....
3. Date of Birth (d/m/y)
4. Grade to which he/she was admitted year:
5. The present grade..... year:
6. Last date of attendance in the school
7. Result at the end of the academic year
- a) Passed and promoted to grade..... for the academic year:
- b) Retained in grade..... for the academic year
8. Observations if any

HEADMASTER/PRINCIPAL/DIRECTOR

Name

Signature

SCHOOL STAMP