

THE KINDERGARTEN STARTERS, DUBAI

REF NO: KGS/C/520-16

CIRCULAR

04/01/16

SUBJECT: ISSUE OF TRANSFER CERTIFICATE

Dear Parents,

The New Academic Year 2016 - 2017 will commence from 3rd April 2016. In case you intend to withdraw your child from this School at the end of the Academic Year (March 2016), you need to apply **ONLINE** for the **Transfer Certificate** before **11th February 2016**. Please note that before applying for the Transfer Certificate for your ward, you need to clear all dues for your ward till **March 2016**.

The procedure to apply Online for the Transfer Certificate will be as follows:-

1. Sign into GEMS OASIS using your User Name and Password.
 2. Select **Requests** on the TAB above.
 3. Click on TC Request on the left hand side to start the process. TC Request –Click to apply for TC.
 4. (a) TC Request – Parents are offered the following choices for EXIT INTERVIEW. Click on any one option out of the three as given below:
Option 1: Complete the online form only – you need to complete the Exit Interview form online.

Option2: Request meeting with the Principal – only if needed.

Option 3: Request meeting with the Corporate Office – only if needed.
- b) Please select the last date of attendance of the student from the calendar at the side. (If the student is leaving after the completion of the Academic Year 2015-2016, the last date will be **31st March 2016 and no other date**).
- c) Please click on the correct option as below: **Transferring To:**

TRANSFER TO A SCHOOL WITHIN DUBAI - If the ward is moving to another school in Dubai, please select from the drop down list giving the correct name of the school as this is very important. We will not be responsible for any wrong school name given by you as the Transfer Certificate will be sent online to the selected school through the KHDA Online System by 30th April'16 (subject to KHDA Approval).

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TRANSFER TO A SCHOOL IN ANOTHER EMIRATE – For students moving to a school in another Emirate the hard copy of the Transfer Certificate with the KHDA attestation will be ready by 1st week of May 2016. Parents will have to come to the School and collect it.

TRANSFER TO A SCHOOL OUTSIDE UAE – For student leaving the UAE, the hard copy of the Transfer Certificate with the KHDA attestation will be ready by the 1st week of May 2016. Parents will have to come to the school and collect it.

5. After filling all these details click on the Submit Button, confirmation will be on the screen. Save the details.

Once this process is complete, Parents will receive an email acknowledgement.

(IMPORTANT) MEDICAL FILE: For students moving to another Emirate and Outside UAE, the medical file of your ward from Grade 1 to Grade 5 should be personally collected by the Parents from the School Medical Services before collecting the Transfer Certificate. For students moving to another school within Dubai, the medical file will be sent directly to the school selected by you.

If for some reasons, you are unable to do the Online Transfer Certificate process you can come to the school personally and meet the Registrar who will assist you to complete the Online Transfer Certificate process.

Thanking you,

With warm regards,



Asha Alexander
Principal