

THE KINDERGARTEN STARTERS, DUBAI

REF NO: KGS/C/911-18

CIRCULAR

09/01/2018

SUBJECT: ISSUE OF TRANSFER CERTIFICATE

Dear Parents,

The New Academic Year 2018- 2019 will commence from 2nd April 2018. In case you intend to withdraw your child from this School at the end of this Academic Year (March 2018) , you need to apply ONLINE for the Transfer Certificate before **8th February 2018**. Please note that before applying for the Transfer Certificate for your ward you need to clear all dues for your ward till **March 2018**.

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

1. Sign into GEMS Oasis for Parent 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 an option for EXIT INTERVIEW. Click **YES / NO**.
 - b) Please select the last date of attendance of the student from the calendar in the side (If the student is leaving after the completion of the Academic Year 2017-2018, the last date will be **31st March 2018** and no other date).
 - c) Please click on the correct option as below: **Type of Transfer:**

A school in the same Emirate – 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'18** (subject to KHDA Approval).

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A school in a different Emirate – For students moving to a school in another Emirate, the hard copy of the Transfer Certificate with the KHDA attestation fee of Dhs.120/- will be ready by **1st week of May 2018**. Parents will have to come to the School and collect it.

A school out of UAE – For student leaving the UAE, the hard copy of the Transfer Certificate with the KHDA attestation fee of Dhs.120/- will be ready by the **1st week of May 2018**. Parents will have to come to the school and collect it.

5. After filling all these details click on the **SAVE** button.

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 in completing the Online Transfer Certificate process.

Thanking you,

With warm regards.



Asha Alexander
Principal