

**TE KINDERGARTEN STARTERS, DUBAI**

REF NO: KGS/C/83-19

**CIRCULAR**

28/01/2019

**SUBJECT: ISSUE OF TRANSFER CERTIFICATE**

Dear Parents,

The New Academic Year 2019- 2020 will commence from 1<sup>st</sup> April 2019. In case you intend to withdraw your child from this School at the end of this Academic Year (March 2019) , you need to apply ONLINE for the Transfer Certificate before **8<sup>th</sup> February 2019**. Please note that before applying for the Transfer Certificate for your ward you need to clear all dues for your ward till **March 2019**.

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

1. Go to the website: [www.gems.ae](http://www.gems.ae);
2. Sign onto '**GEMS Parent Portal**' using parent user name and password.
3. Click on the tab above "Requests.
4. Select "TC Request" to start the process:
  - a) Parents are offered an option for **EXIT INTERVIEW**.with the corporate team. **Click Yes – only if needed, Click No – if not needed.**
  - 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 2018-2019, the last date will be **31<sup>st</sup> March 2019** and no other date).
  - c) Please click on the correct option as below: **Reason for Transfer/ Withdrawal:**

**Option No.1**

**Moving to another area or 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 and the exact location 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 **30<sup>th</sup> April'19** ( subject to KHDA Approval).TC fees are to be paid at the school where the student is being admitted to.

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## **Option No.2**

**Moving 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 in the 1<sup>st</sup> week of May 2019 Parents will have to come to the School and collect it. The transfer certificate fees of Dhs.120/- is to be paid at the school fee counter or can be paid online.

## **Option No.3**

**Moving out of Country:** – For student leaving the UAE, the hard copy of the Transfer Certificate with the KHDA attestation will be ready by the **1<sup>st</sup> week of May 2019**. Parents will have to come to the school and collect it .The transfer Certificate fees of Dhs.120/-is to be paid at the school fee counter or can be paid online.

5.After filling all these details click on the **SAVE** button. Confirmation will be shown on the screen. 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. For those Parents who have already submitted your request for Transfer Certificate online, kindly ignore this mail for submitting your TC application.

Thanking you,

With warm regards,



**Asha Alexander**  
**Principal**