

IMPORTANT!

INSTRUCTIONS TO SCHOOLS

- 1. ONLY copy the information outside 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.

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

HEADMASTER/PRINCIPAL/DIRECTOR

Name .....

Signature .....

SCHOOL STAMP

PLEASE READ THE INFORMATION BELOW

#### ✓ WHO NEEDS A TRANSFER CERTIFICATE?

All students in Year 2 to Year 13 require a TC.

Students in FS1, FS2 and Year 1 require a TC if they enroll after November 15 and have attended another school.

#### ✓ WHAT IS A TRANSFER CERTIFICATE?

A 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. TCs must be in English or Arabic.

#### ✓ WHY DO WE NEED A TRANSFER CERTIFICATE?

The Ministry of Education in Dubai requires each student to submit a TC, a UAE residence visa, and a Birth certificate in English or Arabic for registration. Residence visas must be submitted as soon as they are completed.

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

Stamp requirements are dependent on previous school location. Find your school's location below:

TCs *must* be stamped by the authorities listed.

##### **North America, Western Europe, Australia or New Zealand**

- ▶ School stamp and signature

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

- ▶ School stamp and signature
- ▶ Ministry of Education (in the country of the school's location)
- ▶ Ministry of Foreign Affairs (in the country of the school's location)
- ▶ UAE Embassy (in the country of the school's location). In case UAE Embassy doesn't exist there, go to any Arabic Embassy.

##### **Another emirate of the UAE:**

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

##### **Dubai:**

- ▶ School stamp and signature (TC must be in Arabic)
- ▶ 15 AED (attach to TC)