



TRANSFER CERTIFICATE FORMAT

In Dubai your child requires a Transfer Certificate from his/her present school. The certificate must be typed on the school's letter headed paper and contain the following information [photocopies are not acceptable]:

1. Pupil's Name
 2. Date of Birth
 3. Date of Admission
 4. School Curriculum (e.g. British, American etc.)
 5. Class of Admission
 6. Last Class Attended
 7. Date of Leaving
 8. Reason for Leaving
 9. Pupil's full name has completed Year (equivalent to Year _____ in the British curriculum) and has been promoted to Year _____ OR Pupil's full name is continuing his / her studies in Year (equivalent to Year _____ in the British curriculum)
 10. Signature of Head of School
 11. Date
 12. School Stamp
- For pupils coming from United Kingdom, Western Europe, Australia, Canada and USA, the Transfer Certificate only needs the school stamp and signature of Head of School.
 - Pupils coming from any GCC countries (Oman, Kuwait, Qatar, Bahrain and Saudi), the Transfer Certificate need only be attested by the Ministry of Education of that country.
 - For pupils coming from any other country, the Transfer Certificate must be attested by:
 - Ministry of Education (from the country which the pupil is leaving)
 - Ministry of Foreign Affairs (from the country which the pupil is leaving)
 - UAE Consulate [if no consulate, then any other Arab country's embassy or consulate]