



## Dovecote Green PRIMARY SCHOOL

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]:

### Transfer Certificate

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.
  - For pupils coming from any other country, the Transfer Certificate must be attested by:
    - Ministry of Education\*
    - Ministry of Foreign Affairs\*
    - UAE Consulate [if no Consulate, then any other Arab country's embassy or consulate]

\* From the country which the pupil is leaving

- 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.