



Transfer certificate requirements

In Dubai, children accepted into Year 2 upwards require a Transfer Certificate from their present school.

The certificate must be on the schools headed paper (we are unable to accept photocopies) and contain the following information:

1. Pupils full name
2. Pupils Date of Birth
3. Date of Admission
4. Curriculum (e.g. British, American etc)
5. Class Admitted into
6. Last class attended
7. Leaving Date
8. Reason for leaving
9. Signature of Head of School
10. Date
11. School Stamp

Pupils from the United Kingdom, Western Europe, Australia, Canada or the USA do not require the transfer certificate to be attested.

Pupils from any GCC Countries (Oman, Qatar, Saudi Arabia, Bahrain etc) require that the transfer certificate is attested by the Ministry of Education for that Country.

Pupils from any other Countries, the Transfer Certificate must be attested by either:

- Ministry of Education
- Ministry of Foreign Affairs
- UAE Consulate