

Transfer Certificate Sample and Instructions

TO BE COMPLETED BY THE STUDENT'S CURRENT SCHOOL

Instructions to the current school:

1. **Photocopy the lower portion* of this transfer certificate onto your 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. Check the instructions for attestation of the TC below. (Attestation is usually completed by parents.)
5. The *original* transfer certificate must be presented at the time of enrollment.

ATTESTATION:

Attestation of the TC is dependent on the school's *location*, not curriculum. Please see below which attestation you will need.

SCHOOL LOCATION	ATTESTATION NEEDED
Dubai	No transfer certificate required
Other Emirate in the U.A.E	Arabic transfer certificate with stamp from Educational Zone of the Emirate
United States, Canada, Australia, New Zealand and Western Europe	School stamps only
GCC country (Kuwait, Oman, Bahrain, Qatar, Saudi Arabia)	Ministry of Education of that country
All other countries	Ministry of Education, Ministry of Foreign Affairs, and the UAE Embassy of that country

*Copy the information below this line onto your own letterhead.

Name of Student: _____	Date of Birth: _____
Present Grade: _____	Promoted to Grade: _____
Date of Entry: _____ (Month/Day/Year)	Date of Withdrawal: _____ (Month/Day/Year)
School Name: _____	
City: _____	Country: _____
Phone Number: _____	Fax Number: _____
Official Signature: _____	Date: _____
Position: _____	School Seal: 