

## Transfer Certificate Requirements

- 1.** A Transfer Certificate (TC) is required to complete a student's registration with the KHDA, the Dubai governing body under the UAE Ministry of Education.
- 2.** The Transfer Certificate (TC) must be in **English or Arabic**.
- 3.** The layout of the document does not have to match the sample below, but should contain the mentioned fields, be on a school letterhead, signed and stamped by the school. Additional attestations may be required.

### Example:

| Student details   |  |
|---|--|
| Name (as per passport)  | Anna Philipps  |
| Nationality   | American   |
| Date of birth (dd/mm/yyyy)                                    | 23/05/2013   |
| Entry date  | 04/09/2016   |
| Current grade level   | Grade 4  |
| Current academic year   | 2022-23  |
| Last day of attendance  | 23 June 2023   |
| End of year result ( <i>passed and promoted or retained</i> ) | Passed and promoted to grade 5 for the 2023-24 academic year |
| Comments, if any  | -  |

### Please make sure the Transfer Certificate (TC) states:

- which grade the student was promoted to at the end of the academic year (if enrolling in August/September),
- or**
- which grade the student is currently enrolled in (if enrolling in midyear)
-

## Who needs a Transfer Certificate (TC) and which stamps are required?

| Transferring from:   | Enrolling in:    | Which stamp do you need?   |
|--|------------------|--|
| Nurseries in the UAE   | Not applicable   | TCs are not required   |
| Nurseries abroad   | Not applicable   | TCs are not required   |
| Dubai schools  | All Grade levels | The embedded QR code on the KHDA Leaving Certificate will suffice  |
| Other UAE schools & GCC countries  | Grades 2 - 11    | <ol style="list-style-type: none"> <li>1. School stamp</li> <li>2. Ministry of Education stamp</li> </ol>  |
| <b>Schools in :</b> <ul style="list-style-type: none"> <li>• USA</li> <li>• Canada</li> <li>• Australia</li> <li>• New Zealand</li> <li>• Japan &amp;</li> <li>• Western Europe</li> </ul>   | Grades 2 - 11    | School stamp and signature<br><br>(NO attestation required)  |
| <b>Schools in :</b> <ul style="list-style-type: none"> <li>• Eastern Europe</li> <li>• Asia</li> <li>• Central America</li> <li>• South America</li> <li>• Africa &amp;</li> <li>• Middle East (except for the UAE and GCC)</li> </ul> | Grades 2 - 11    | <ol style="list-style-type: none"> <li>1. School stamp and signature</li> <li>2. Ministry of Education (in the country of the school's location)</li> <li>3. Ministry of Foreign Affairs (in the country of the school's location)</li> <li>4. UAE Embassy (in the country of the school's location)</li> <li>5. Ministry of Foreign Affairs in Dubai</li> </ol> |

### For a midyear start

All students enrolling in **Pre-KG, KG1 and KG2** that are coming from a nursery do not require a transfer certificate.

All students enrolling in **Pre-KG, KG1 and KG2** that are coming from a school in the UAE must submit a KHDA leaving certificate.

All students enrolling in **Grades 2 to 11** must submit a transfer certificate.  
Please consult the above table for the stamps/attestation requirements.