

## Transfer Certificate - Information Packet

### Transfer certificate sample

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. The TC must be in English or Arabic. The layout of the document does not have to match the sample below, but should contain the mentioned fields, be on school letterhead, signed and stamped by the school. Additional attestations may be required. Please see next page for more details.

| Student details   |  |
|---|--|
| Name (as per passport)  | Sarah Philipps   |
| Nationality   | American   |
| Date of birth (dd/mm/yyyy)                                    | 19/06/2010   |
| Entry date  | 04/09/2016   |
| Current grade level   | Grade 6  |
| Current academic year   | 2021-22  |
| Last day of attendance  | 24 June 2022   |
| End of year result ( <i>passed and promoted or retained</i> ) | Passed and promoted to grade 7 for the 2022-23 academic year |
| Comments, if any  | -  |

**HEADMASTER / PRINCIPAL / DIRECTOR (please specify)**

Name .....

Signature .....

**SCHOOL STAMP**

If no stamp/seal exists or is available, the Signatory must write:  
"No stamp available" and initial

**What is a transfer certificate (TC)?**

A TC is not the same as school records or school transcripts. The document should be printed on school letterhead and contain the following student details:

- Name (as per passport),
- Date of birth
- Nationality (not ethnicity)
- Current grade level and academic year
- End of year result (passed and promoted, or repeating)
- Last day of attendance
- Signed and stamped by the school

A TC should clearly state:

- which grade a 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 mid-year)

**Who needs a transfer certificate (TC)?**

All students enrolling in grades 2 through 12 require a TC.

**Why do we need a transfer certificate?**

The Knowledge and Human Development Authority (KHDA), the governing body for the Ministry of Education in Dubai, requires each student to submit a transfer certificate to confirm grade placement.

**Do I need to stamp my transfer certificate?**

Attestation requirements are dependent on your child’s current school location.

**Transfer within Dubai** – the KHDA leaving certificate already has an embedded QR code. No additional attestation is required.

**Transfer within the UAE, but different emirate and GCC countries** – the TC must have the following attestations:

- School stamp
- Ministry of Education stamp (in the emirate of the school’s location)

**Transfer from abroad** - TCs **must** be stamped by the authorities listed below:

|  |   |
|--|---|
| <b>North America, Western Europe, Japan, Australia or New Zealand</b>          | <b>Middle East (except for the UAE and GCC countries), South and Central America, Asia, former Russian States, Eastern Europe and Africa</b>  |
| <ul style="list-style-type: none"> <li>• School stamp and signature</li> </ul> | <ul style="list-style-type: none"> <li>• School stamp and signature</li> <li>• Ministry of Education (in the country of the school’s location)</li> <li>• Ministry of Foreign Affairs (in the country of the school’s location)</li> <li>• UAE Embassy (in the country of the school’s location)</li> </ul> |