

# Transfer Certificate Sample

## Instructions to schools

1. ONLY copy the information outside this box onto 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. The original transfer certificate must be presented at the time of enrollment.

This form should only be used for schools located outside the UAE.

Name of the Student: John Anderson

Nationality: American

Date of Birth (dd/mm/yyyy): 14/02/2007

Class to which he/she was admitted: Gr.2 Academic Year: 2014/2015

The present Class: Gr.5 Academic Year: 2017/2018

Last date of attendance in the School: June 19, 2018

Result at the end of the Academic Year

a) Passed and Promoted to Class Gr.6 for the Academic Year: 2018/2019

b) Detained in Class ----- for the Academic Year

Observations 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. 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). The layout of this document does not have to match this sample. It should contain the following student details: name (as per passport), date of birth, nationality, current grade level and academic year, end of year result (passed and promoted or repeating) and finally the last day of attendance. TCs must be in English or Arabic.

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

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

Students in KG1, KG2 and grade 1 require a TC if they enroll after November 15.

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

The Ministry of Education in Dubai (KHDA) requires each student to submit a TC as well as a UAE residence visa for registration. Residence visas must be submitted as soon as they are completed along with the original Emirates ID.

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

Stamp requirements are dependent on your child's current school location. Find your school's location below:

TCs **must** be stamped by the authorities listed below:

<b>North America, Western Europe, Australia or New Zealand</b>	<b>Middle East (except for the UAE), 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 &amp;</li> <li>• Ministry of Foreign Affairs (in Dubai)</li> </ul>