

Transfer Certificate Sample

(Should be printed on the Letterhead of Last School Attended)

- An Original Transfer Certificate is required by the UAE Ministry of Education from Year 3 & above.
- This will be needed once the child finishes his/her studies in the current school outside Dubai.
- Transfer certificate has to be submitted in the below format and it should be on the school letterhead.
- This form must be signed and stamped by a school official and attested by the required authorities mentioned below.
- The Original Transfer Certificate must be presented before the first joining day of the student.

1- Name of Student: _____

2- Nationality: _____

3- Date of Birth:(dd/mm/yy): _____

4- Class to which he/she was admitted: _____ Academic Year: _____

5- Present Class: _____ Academic Year: _____

6- Last day of attendance in the school: _____

7- Result at the end of academic year, or upon departure:

a) Passed and Promoted to class: _____ for academic Year: _____

b) Detained in class: _____ for academic Year: _____

8- Observation if any: _____

9- School System: (12 Years or 13 Years Curriculum): _____

Headmaster/ Principal/ Director of school:

Name: _____

School Stamp: _____

Signature: _____

Except for American, Canadian & European countries, The Original Transfer Certificate (TC) must be attested by by:

Ministry of Education (Country of TC-Origin)

Ministry of Foreign Affairs (Country of TC-Origin)

UAE Embassy (Country of TC-Origin)

Transfer Certificates from GCC countries require attestation from Ministry of Education only (Country of TC Origin)