

Transfer Certificate

In order for us to comply with the Ministry of Education regulations, and for us to register your child with the Ministry, we require a Transfer Certificate (TC)/Letter from your child's current/previous school.

The Transfer Certificate/Letter must be on official school letterhead and it should be completed on the student's last day of attendance. Please ensure that it is signed by the School Principal along with the official school stamp. The original certificate must be submitted to us before the first day of school.

Please note that

1. Student's coming from countries other than USA, United Kingdom, Australia, Canada, Western Europe and New Zealand should have the original Transfer Certificate (TC) attested by the following :
 - Ministry of Education (from country of TC origin)
 - Ministry of Foreign Affairs (from country of TC origin)
 - UAE Embassy (from country of TC origin)
2. Student's coming from Kuwait, Bahrain, Oman, Saudi Arabia and Qatar should have the original Transfer Certificate (TC) attested by the Ministry of Education (from country of TC origin).

Please have the following information typed on the school's original letterhead, showing the school's full name, address, country and telephone number.

TO WHOM IT MAY CONCERN

TRANSFER CERTIFICATE

1. Full Name of Child :
2. Date of Birth :
3. Commencement Date at School :
4. Grade/Class on Leaving :
5. Leaving Date at School :
6. Grade/Class promoted to upon leaving :
7. Curriculum Used :