

## Transfer Certificate Sample

<b>Student's Current School Letterhead</b>
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1. **Name of Student** \_\_\_\_\_
2. **Nationality:** \_\_\_\_\_
3. **Date of Birth:** \_\_\_\_\_
4. **Date the student joined the school:** \_\_\_\_\_
5. **Current Grade/Year:** \_\_\_\_\_
6. **Last date of Attendance:** \_\_\_\_\_
7. **Grade/Year level promoted to:** \_\_\_\_\_
8. **Curriculum of the school:** \_\_\_\_\_ (ie.UK, US  
Canadian, French, IB, etc.)

### Headmaster/Principal/Director of School

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Official School Stamp**

#### \*Transfer Certificate

The Transfer Certificate (TC) is a document required by the UAE Ministry of Education to register a student in any school in Dubai. The form should be completed on your child's current school's letterhead and signed and stamped by the school. This is done close to the withdrawal date to reflect your child's last day of school.

Note: Depending on the school's location, the TC needs the following attestation:

- United States, Canada, Western Europe, Australia or New Zealand: only the stamp and signature of the school
- Gulf Cooperation Council (GCC) countries: stamp and signature of the school and Ministry of Education of the GCC country
- All other countries: stamp and signature of the school, the country's Ministry of Education and Foreign Affairs, and the UAE Embassy in that country.