

## IMPORTANT INFORMATION ON TRANSFER / LEAVING CERTIFICATES

### INTERNATIONAL TRANSFERS

#### What is a transfer certificate?

A Transfer Certificate (TC) is not the same as school records or school transcripts. A TC should clearly state to which grade a student was promoted at the end of the year (if enrolling in August), or in which grade the student is currently enrolled (if enrolling mid-year). TCs must be in English or Arabic.

>>>Please refer to the sample form provided on Page 2.

#### Who needs a transfer certificate?

All students enrolling from Grade 2 to Grade 12 require a TC.

Students in Pre-K, KG1 and KG2 require a TC if they enroll after November 15 and have attended another school.

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

As per Ministry of Education regulations, the Knowledge and Human Development Authority (KHDA) in Dubai requires each student to submit a TC, a UAE residence visa, and a birth certificate in English or Arabic for registration. Residence visas must be submitted as soon as they are completed.

#### Which stamps do I need for my transfer certificate?

Stamp requirements are dependent on previous school location. Find your school's location below: TCs **must** be stamped by the authorities listed.

#### North America, Western Europe, Australia or New Zealand

- o School stamp and signature

#### Middle East (except for the UAE), South and Central America, Asia, former Russian States, Eastern Europe and Africa:

- o School stamp and signature
- o Ministry of Education (in the country of the school's location)
- o Ministry of Foreign Affairs (in the country of the school's location)
- o UAE Embassy (in the country of the school's location). In case UAE Embassy doesn't exist there, go to any Arabic Embassy.

### UAE TRANSFERS

#### Transferring from Abu Dhabi, Sharjah, Ajman, Fujairah, Umm Al Quwain, Ras Al Khaimah

School stamp and signature (TC must be in Arabic)

Ministry of Education of the Emirate

#### Transferring from a school within Dubai

A Leaving Certificate must be obtained from the previous school and submitted to the Fairgreen KHDA Liaison as hard copy or via email: [ofarahat@fairgreen.ae](mailto:ofarahat@fairgreen.ae) cc: [admissions@fairgreen.ae](mailto:admissions@fairgreen.ae)

## SAMPLE TRANSFER CERTIFICATE

### 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.

1. Name of the Student.....
2. Nationality.....
3. Date of Birth (d/m/y) .....
4. Class to which he/she was admitted ..... Grade .....
5. The present Class ..... Curriculum .....
6. Last date of attendance in the School .....
7. Result at the end of the Academic Year .....
- a) Passed and Promoted to Class ..... for the academic Year .....
- b) Detained in Class ..... for the Academic Year .....
8. Observations if any .....

### HEADMASTER/PRINCIPAL/DIRECTOR

Name .....

Signature.....

SCHOOL STAMP