**TRANSFER CERTICIFATE INFORMATION**

**(for applicants from Grade 2 and above)**

All students in **Grades 2 and above must submit a Transfer Certificate** before enrolment**.** Without it, your child’s start date will be delayed as this is a Ministry of Education requirement.

**What is a Transfer Certificate (TC)?**

* A TC is not the same as a school record or school transcript.
* A TC should clearly state to which grade a student was promoted at the end of the previous year or the grade in which the student is currently enrolled (if enrolling mid-year).
* It is a good idea to use the sample form provided in this package.
* Transfer Certificates must be in English or Arabic and **must display an official school stamp**.

**Who needs a Transfer Certificate?**

* All students in Grades 2 and above require a TC.
* Students in KG1, KG2 and Grade 1 only require a TC if they enroll after October (mid-year enrolment).

**Why do we need a Transfer Certificate?**

* The Ministry of Education in Abu Dhabi requires that each student from grade 2 and above submits a TC as well as a UAE residence visa and UAE ID Card for registration.
* When a Grade 12 student enrolls after October (mid-year enrollment), they can only be admitted if they are coming from an American curriculum or IB Curriculum, with a TC.
* 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 the school location from which you are transferring. Find your previous school’s location below to determine the necessary stamping authority:

|  |  |
| --- | --- |
| *Location* | *Requirement for UAE Ministry of Education* |
| **Canada (except Quebec)****North America** **Western Europe****Australia**  | School stamp and signature required |
| **Middle East (except UAE)** **South and Central America** **Asia** **former Russian States** **Eastern Europe** **Africa****New Zealand** | * School stamp and signature required (Mandatory)
* Ministry of Education in the country of the previous school’s location (Mandatory)
* Ministry of Foreign Affairs of the Country of the previous school’s location (Mandatory)
* UAE Embassy in the country of the of the previous school’s location (Mandatory)

 Note: If there is no UAE Embassy in the country of the previous’ school’s location, the Ministry of Foreign Affairs in Abu Dhabi will need to attest the Transfer Certificate |
| **GCC Counties** | * School stamp and Principal’s signature
* Ministry of Education of the country where the school is located
 |
| **Another emirate of the UAE** | School stamp and signature required (TC must be in Arabic)Ministry of Education of the Emirate |
| **Abu Dhabi** | School stamp and signature required. (TC must be in Arabic) |

**INSTRUCTION! – The details below can be COPIED and PASTED on your School Letterhead OR just COPY-PASTE the school LOGO on this SAMPLE!!!**

**TRANSFER CERTIFICATE**

1. Name of the Student:
2. Nationality:
3. Date of Birth (d/m/y):
4. Present class/grade: \_\_\_ Year: 2019-2020
5. Last date of attendance in the school: \_\_\_\_\_\_ 2019,
6. Result at the end of the academic year:

To CONTINUE in Grade \_\_\_ for the academic year 2019-2020

**PRINCIPAL / DIRECTOR / HEADMASTER**

*SCHOOL STAMP*

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_