Transfer Certificate

Before a child can be accepted by any school in Dubai, aTransfer Certificate must be provided by their previous school. This is a UAE Ministry of Education requirement and it is the responsibility of the parents to provide this TC to the receiving school. We have produced an outline format (overleaf) to help you in the case of students arriving from OUTSIDE OF THE UAE.

Notes:

1. All Transfer Certificates must be written in English and the Transfer Certificate must contain the information as noted. This has to be on original school letterhead, signed and stamped by the Head/Principal.

2. The original Transfer Certificate must be submitted to the School Admissions Office at the time of enrolment.

Attestation of Transfer Certificates (TC) : In order for your child to be registered with the UAE's Ministry of Education, the Transfer Certificate must be properly signed, stamped and attested as necessary.

a) TTransfer Certificates are required from ALL countries.

b) Middle East (except for UAE), South and Central America (including Mexico), Asia, former Russian States, Eastern Europe and Africa:
   - TC with school stamp and signature
   - Ministry of Education attestation (in the country of the school you are leaving)
   - Ministry of Foreign Affairs
   - UAE Embassy (in the country of the school you are leaving)

c) United States, Canada, Western Europe, Australia or New Zealand:
   - TC with school stamp and signature only

d) Another Emirate in the UAE:
   - Original Transfer Certificate in Arabic or English
   - Signed and stamped by the school
   - Attested by the Ministry of Education of that Emirate

e) Dubai internal transfers are completed via the KHDA portal - no physical TC will be required

Parents please note that without the above it will not be possible to legally register your child in a school or with the Ministry of Education in Dubai.

School Reports

A copy of the latest school report must be submitted to the school, which must state the YEAR the student is currently attending or has completed.

NORD ANGLIA INTERNATIONAL SCHOOL
DUBAI
A NORD ANGLIA EDUCATION SCHOOL

Transfer Certificate

Transferring from outside of the UAE/another country

Please have the following typed on the school's original letterhead, showing the school's full name, address, country and telephone number. The certificate must be in English and it must be signed by the Principal and stamped with the school's official stamp.

TO WHOM IT MAY CONCERN

1. Name of student:
2. Date of birth: (dd/mm/yy)
3. Place of birth:
4. Nationality:
5. Last Year / Grade attended:
6. Date of leaving: (dd/mm/yy)
7. Passed and promoted to:
8. Currently in Year / Grade: (if transferring midway through the academic year)
9. Curriculum followed:
10. 12 or 13 Year school system:

Sample

Best regards

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