



TRANSFER CERTIFICATE 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:

<i>Location</i>	<i>Requirement for UAE Ministry of Education</i>
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	<ul style="list-style-type: none"> - 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) <p>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.</p>
GCC Countries	<ul style="list-style-type: none"> - School Stamp and Principal's signature - Ministry of Education of the country where the school is located
Another emirate of the UAE	<ul style="list-style-type: none"> - School stamp and signature required (TC must be in Arabic) - Ministry of Education of the emirate
Abu Dhabi	Final report card from ADEK database (esis) is required.

VERSION 1: for passed and promoted.

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: _____
5. Last date of attendance in the school: _____,
6. Result at the end of the academic year:

Passed and promoted to class/grade _____ for the academic year _____

PRINCIPAL / DIRECTOR / HEADMASTER

Name _____

Signature _____



VERSION 2: for southern hemisphere or mid-year enrollment

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: _____
5. Last date of attendance in the school: _____,
6. Result at the end of the academic year:

To CONTINUE in Grade ____ for the academic year _____

PRINCIPAL / DIRECTOR / HEADMASTER

Name _____

Signature _____

