

LEAVING/TRANSFER CERTIFICATE GUIDELINES

A leaving/transfer certificate from the previous school is required to register a child with any school in the United Arab Emirates. Without this certificate a school is unable to register a pupil with the Ministry of Education and the pupil will not be able to attend school in the UAE.

Please note: the certificate must not be dated more than three months prior to the date of entry to the new school.

For pupils transferring from another school within the UAE certificates must also be supplied, however your present school will be aware of the format required. Pupils Joining FS1 or FS2 do not need a transfer certificate.

The certificate must be typed on the school's letter headed paper and contain the following information:

- Pupil's Full Name
- Date of Birth
- Place of Birth
- Date of Admission
- Year/Grade at Admission
- Last Year/Grade completed
- Date of Leaving
- Reason for Leaving

One of the following two sentences **must** also be included in the certificate:

- Pupil Name has completed Year _____ and has been promoted to Year _____ or
- Pupil Name is continuing his/her studies in Year _____.

Followed by:

- Signature of Principal/Headteacher
- Date
- School Stamp

The above information is sufficient for pupils coming from: United Kingdom, Australia, Canada, United States of America, New Zealand, and any country within the European Union.

For pupils coming from any other country, the Leaving Certificate must be attested in the country the pupil is leaving by all of the following:

- The Ministry of Education
- The Ministry of Foreign Affairs
- The UAE Consulate (if none, please use the British Embassy)

Please note: According to UAE Ministry of Education rules - pupils must not skip a school year. For example: if a pupil has completed Year 3, they must enter Year 4. If they are continuing in Year 3 they are unable to move to Year 4.

Years and Grades are not the same, to find out the appropriate Year group in relation to the Grade please ask our Admissions Team. The school year starts in late August/early September and finishes in late June/early July – subject to the approved calendar from KHDA*.

*KHDA - The Knowledge and Human Development Authority (KHDA) is responsible for the growth and quality of private education in Dubai.