

Transfer Certificate Requirements

- 1.** A Transfer Certificate (TC) is required to complete a student's registration with the KHDA, the Dubai governing body under the UAE Ministry of Education.
- 2.** The Transfer Certificate (TC) must be in **English or Arabic**.
- 3.** The TC may require additional stamps. Please consult the table below:

Transferring from:	Enrolling in:	Which stamp do you need?
Nurseries abroad	Not applicable	TCs are not required
Nurseries in the UAE	PreKG-Grade 1*	KHDA Leaving Certificate (if applicable) <i>*Please check with the nursery</i>
Dubai schools	All Grade levels	The embedded QR code on the KHDA Leaving Certificate will suffice
Other UAE schools & GCC countries	Grades 2 - 11	- School stamp - Ministry of Education stamp
<u>Schools in :</u> - USA - Canada - Australia - New Zealand - Japan & - Western Europe	Grades 2 - 11	School stamp and signature (NO attestation required)
<u>Schools in :</u> - Eastern Europe - Asia - Central America - South America - Africa & - Middle East (except for the UAE and GCC)	Grades 2 - 11	- School stamp and signature - Ministry of Education (in the country of the school's location) - Ministry of Foreign Affairs (in the country of the school's location) - UAE Embassy (in the country of the school's location) - Ministry of Foreign Affairs in Dubai

Sample for students transferring from abroad

Your child's school can use the below layout shown or use their own format. The transfer certificate should contain the mentioned fields, be on a school letterhead, signed and stamped by the school. Additional attestations may be required.

Student details	
Name (as per passport)	Emily Jones
Nationality	American
Date of birth (dd/mm/yyyy)	23/05/2015
Entry date	04/09/2022
Current grade level	Grade 5
Current academic year	2025-26
Last day of attendance	19 June 2026
End of year result (<i>passed and promoted or retained</i>)	Passed and promoted to grade 6 for the 2026-27 academic year
Comments, if any	-

HEADMASTER / PRINCIPAL / DIRECTOR (please specify)

Name

Signature

SCHOOL STAMP

If no stamp/seal exists or is available,
the Signatory must write:
"No stamp available" and initial