

TRANSFER CERTIFICATE and REPORT CARDS

Transfer Certificates and Report Cards must be translated into Arabic or English

Every student is required by UAE Ministry of Education to produce a transfer certificate from their last school. This is strictly enforced and failure to produce a properly completed certificate, or a legally binding undertaking to produce all the necessary documentation, will result in your child's place being withdrawn.

The Transfer Certificate must say Grade, if the word Year is used, the child will be placed in the grade below.

The Certificate must be translated to **English** or **Arabic** and contain the following information:

- Full name of the child
- Child's date of birth
- SIS Number (UAE only)
- Date of enrolment in the school
- Date the child left the school
- Grade on leaving the school
- If it is the end of the school year, the certificate must state which grade was completed and which grade the child is promoted to.
- Curriculum used
- School stamp and signature
- If a letter is provided, it must be on a letterhead, stamped with school stamp and signature

Which attestations do I need for Transfer Certificates?

Attestations are dependent on the school the child is leaving's location. Please find the school's location below:

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North America, Western Europe, Australia or New Zealand*:

- School stamp and signature.

Middle East (except for the UAE), South and Central America, Asia, former Russian States, Eastern Europe and Africa*:

- 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).

Within the UAE*:

- School stamp and signature
- Ministry of Education, of the respective zones.

Sharjah*:

- School stamp and signature

Which attestations do I need for Report Cards?

Report Cards must be translated into **Arabic** or **English**

All report cards must be attested regardless of country of origin. Report cards must have:

- School stamp and signature
- Attestation by the Ministry of Foreign Affairs in the country of the school's location
- Attestation by the United Arab Emirates Embassy in the country of origin OR United Arab Emirates Ministry of Foreign Affairs (offices in Dubai, Sharjah or Abu Dhabi).

* Children entering grades 9 – 12, regardless of where they are coming from, must bring 2 years **original** report cards, attested as per above. Children entering Prep – grade 8, the last **original** report card attested as per above.

If transferring from a UK school or UK curriculum, children will be assessed for the grade below due to the curriculums not being equivalent and as per Ministry of Education rules.