

Transfer Certificate Sample

(Child Current School Letterhead)

Parents while seeking admission must submit the Transfer Certificate from the last school attended in the format below and should be on the original letterhead of the leaving school.

- Complete the form as of the student's last day in attendance *on his/her school letterhead*
- This form must be signed and stamped by a school official (blue ink preferred)
- The Original Transfer Certificate must be presented at the time of admission testing.

- 1- Name of Student: _____
- 2- Nationality: _____
- 3- Date of Birth:(dd/mm/YY): _____
- 4- Class to which he/she was admitted: _____ Academic Year: _____
- 5- The Present Class: _____ Academic Year: _____
- 6- Last date of attendance in the school: _____
- 7- Result at the end of academic year, or upon departure:
 - a) Passed and Promoted to class: _____ for academic Year: _____
 - b) Detained in class: _____ for academic Year: _____
- 8- Observation if any: _____
- 9- School System: (12 Year or 13 Year system study): _____

Headmaster/ Principal/ Director of school:

Name: _____

Signature: _____

School Stamp

Except for American and European countries, The Original Transfer Certificate (TC) must be signed by:

Ministry of Education (Country of TC-Origin)

Ministry of Foreign Affairs (Country of TC-Origin)

UAE Embassy (Country of TC-Origin)