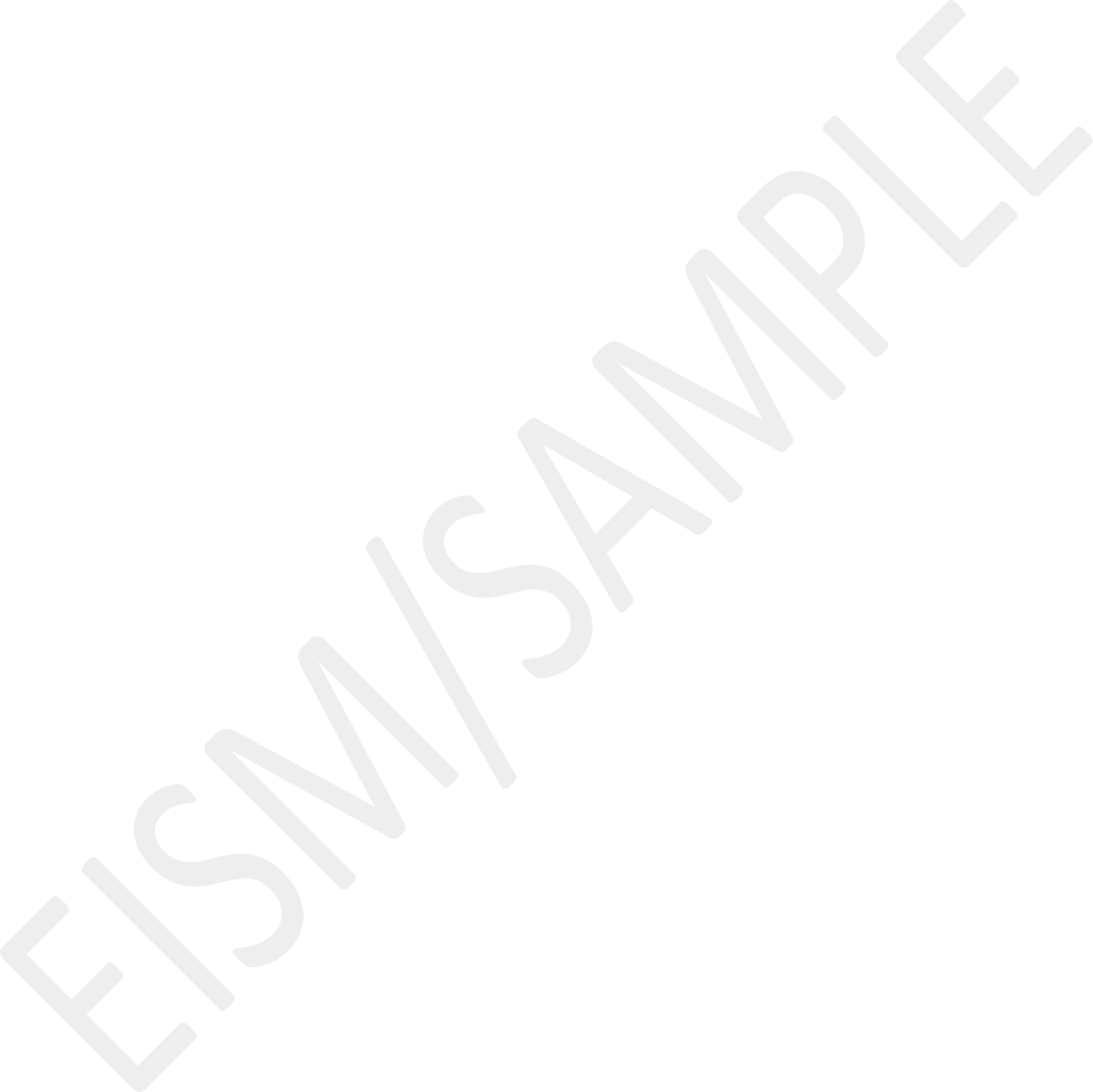
Transfer Certificate Sample

**[school\_name]**

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**: [student\_name]
2. **Nationality**: [nationality]
3. **Date of Birth:(dd/mm/YY)**: [dob]
4. **Class to which he/she was admitted**: [start\_class] **Academic Year**: [start\_year]
5. **The Present Class**: [current\_class] **Academic Year: [current\_year]**
6. **Last date of attendance in the school**: [last\_attendance]
7. **Result at the end of academic year, or upon departure:**
   1. **Passed and Promoted to class**: [promoted\_class] **for academic Year**: [promoted\_year]
   2. **Detained in class**: [detained\_class] **for academic Year**: [detained\_year]
8. **Observation if any: [observation]**
9. **School System: (12 Year or 13 Year system study): [school\_system]**

Headmaster/ Principal/ Director of school:

Name: [hod\_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)