

SAMPLE TRANSFER CERTIFICATE

Transferring from outside of UAE

Please have the following typed on the school's original letterhead, showing the school's full name, address, country and telephone number. The certificate must be in English and it must be signed by the Principal and stamped with the school's official stamp.

TO WHOM IT MAY CONCERN

1. Name of student:
2. Date of birth: (dd/mm/yy)
3. Place of birth:
4. Nationality:
5. Last Grade attended:
6. Date of leaving: (dd/mm/yy)
7. Passed and promoted to:
8. Currently in Grade: (if transferring midway through the academic year)
9. Curriculum followed:

Signature of Headmaster/Principal/Director

Name:

Signature:

Date (dd/mm/yy):

School Stamp: