



# Leaving/Transfer Certificate

An Original Leaving Certificate from the previous school is required to register a child with any school in the United Arab Emirates. Without a Leaving Certificate a school is unable to register a student with the Ministry of Education and the student will not be able to attend school in the UAE. You should note that the certificate must not be dated more than three months prior to the date of entry to the new school.

The certificate must be typed on the school's letter headed paper and contain the following information:

1	Student's Name
2	Date of Birth
3	Place of Birth
4	Date of Admission
5	Year / Grade at Admission
6	Last Year / Grade Completed
7	Date of Leaving
8	Reason for Leaving

One of the following two sentences **must** also be included in the certificate:

**Student name** has completed Year \_\_\_\_\_ and has been promoted to Year \_\_\_\_\_.

or

**Student name** is continuing his/her studies in Year \_\_\_\_\_.

Followed by:

**Signature of Principal/Headteacher**

**Date**

**School Stamp**

The above is sufficient for students coming from: UK, Europe, Australia, Canada, USA, New Zealand.

For students coming from any other country, the Leaving Certificate must be attested in the country the student is leaving by all of the following:

The Ministry of Education

The Ministry of Foreign Affairs

The UAE Consulate (if none, the British Embassy)

For students transferring from another school within the UAE certificates must also be supplied, however, your present school will be aware of the format required. **Students transferring from DESS to DESC do not require a transfer certificate.**

**Please note:** According to UAE Ministry of Education rules, students may not skip a school year. If a student has completed Year 7, they must enter Year 8. If they are continuing in Year 7 they cannot move to Year 8. Years and Grades are not the same i.e. Grade 6 is equivalent to Year 7. The school year finishes in June and restarts in September. If a student has not completed his/her school year by 1<sup>st</sup> September they must re-enter the year they have come from. This often results in students from the Southern hemisphere repeating part of a year.