

TRANSFER CERTIFICATE SAMPLE

IMPORTANT!

INSTRUCTIONS TO SCHOOLS

1. **ONLY copy** the information **below** this box onto school letterhead.
2. Complete the form as of the student's last day in attendance.
3. This form **must** be signed and stamped by a school official (blue ink preferred).
4. The original transfer certificate **must** be presented at the time of enrollment.

This form should only be used for schools located outside the UAE.

Letterhead of school

1. Name of Student.....
2. Nationality.....
3. Date of Birth (d/m/y)
4. Grade to which he/she was admitted year:
5. The present grade..... year:
6. Last date of attendance in the school
7. Result at the end of the academic year
- a) Passed and promoted to grade..... For the academic year:
- b) Retained in grade..... For the academic year
8. Observations if any

HEADMASTER/PRINCIPAL/DIRECTOR

Name

Signature

SCHOOL STAMP

