

TRANSFER CERTIFICATE GUIDELINES

Transfer certificates (TC) are an integral part of the KHDA registration process. KHDA has identified certain requirements for the certificate as follows:

Students coming from countries other than USA, Australia, Canada, Europe and New Zealand should have the original Transfer Certificate attested by:

Previous school stamp and signature

Ministry of Education (from country of TC origin)

Ministry of Foreign Affairs (from country of TC origin)

UAE Embassy (from country of TC origin)

If there is no UAE Embassy in the issuing country, attestation is done through the issuing country's embassy in the UAE and the Ministry of Foreign Affairs in the UAE.

Students coming from Saudi Arabia, Kuwait, Bahrain, Qatar and Oman must have their original Transfer Certificates attested only by:

Ministry of Education (from country of TC origin)

Students from another emirate in UAE must submit a Transfer Certificate with school stamp and signature, in addition to Ministry of Education stamp at that Emirate.

Students from Dubai requires a KHDA leaving certificate from previous school.

TRANSFER CERTIFICATE DETAILS

- *Written on school letter head*
- *Full Name of Child & date of Birth*
- *Year Group completed & Year Group promoted to*
- *Date the child left the school*
- *School Stamp and Signature*



EDUCATION