

Transfer Certificate

Before a child can be accepted by any school in Dubai, it is the parent's responsibility to provide a Transfer Certificate (TC) from the child's previous school, as required by the UAE's Ministry of Education. If a Transfer Certificate is not provided, it will not be legally possible to register a child at a school or with the Ministry of Education.

1. Transfer Certificate

TCs are required for all students joining from another school. Special rules apply depending where this school is located:

1.1 TC for students transferring from outside the UAE

For students coming from countries other than the USA, UK, Australia, New Zealand, Canada and Western Europe, this TC must be attested by:

- the Ministry of Education or its equivalent from the country of TC origin
- the UAE Embassy in the country of TC origin
- the Ministry of Foreign Affairs in the country where the TC was issued

A sample Transfer Certificate can be found on the reverse of this sheet. This is being used by schools outside of the UAE to supply all the relevant details. The certificate must be in English and printed on the previous school's original letterhead. It must be **signed** by the Principal and **stamped** with the school's official stamp.

1.2 TC required for students transferring from a school in Dubai

Dubai British School will request this information from your child's previous school.

1.3 TC required for students from elsewhere in the UAE

This will be an original TC, in the standard UAE format, in Arabic, **signed** and **stamped** by the previous school and attested by the Ministry of Education in that Emirate.

2. School Reports

A copy of the latest school report must be submitted to DBS, clearly stating the Year/Grade the student is currently attending or has completed.

3. Additional Documents

- 3.1 2 copies of the child's birth certificate in English or Arabic.
Please note: if the original birth certificate is in any other language, it must be legally translated by an officially recognised translating service into English or Arabic.
- 3.2 2 copies of student's passport
- 3.3 2 copies of parent/legal guardian's passport
- 3.4 4 recent passport sized photos
- 3.5 A copy of the student's vaccination card and medical record
- 3.6 2 copies of residence visa for non-UAE nationals
- 3.7 Emirates ID Card

4. Medical Form

The medical form can be found inside the application form. This is mandatory at the time of application.

Transferring from outside of the UAE/another country

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 Year / Grade attended:
6. Date of leaving: (dd/mm/yy)
7. Passed and promoted to:
8. Currently in Year / Grade: (if transferring midway through the academic year)
9. Curriculum followed:
10. 12 or 13 Year school system:

Signature of Headmaster / Principal Director

Name:

Signature:

Date: (dd/mm/yy)

School stamp: