

Transfer Certificate Information

Which stamps do I need for my Transfer Certificate?

These are dependent on the location of the school from which the student is transferring and the date of transfer, typically:

North America, West Europe, Australia or New Zealand, North Europe	School stamp and signature only
Middle East (except the UAE), South and Central America, Asia, former Soviet States, Eastern Europe and Africa	1. School stamp and signature
	2. Ministry of Education (in the country of the school's location)
	3. Ministry of Foreign Affairs (in the country of the school's location)
	4. UAE Embassy (in the country of the school's location)
GCC Countries (Oman, Kuwait, Qatar, Saudi Arabia, Bahrain)	Ministry of Education (in the country of the school's location)
Another Emirate of the UAE	Ministry of Education attested TC
Dubai	KHDA attest TC from previous school

Transfer Certificate - Sample

The Original Transfer Certificate MUST be on **original school letterhead, signed by a school official and stamped.**

It should be issued by the school which the student is leaving from, prior to joining DIAB.

Any problems in obtaining a Transfer Certificate, or the correct stamps, must be referred to the Admissions Office at the earliest convenience. A valid Transfer Certificate is required for **every student** joining DIAB from Grade 2 to Grade 11 and also for PKG to Grade 1 if joining after November 15

<p>The information it must contain is: ORIGINAL SCHOOL LETTERHEAD PAPER</p>	
Name of Student:	<i>Ann Brown</i>
Nationality:	<i>British</i>
Date of Birth:	<i>6 June, 1996</i>
Curriculum Followed:	<i>IB Curriculum</i>
12 or 13 year school system: (generally the final year of high school)	<i>12 year system</i>
Last day school was attended in the academic year:	<i>17 December, 20XX</i>
**Current Grade (if leaving during the academic year) OR ** Passed and Promoted to (if completed the academic year)	<i>Currently in Year XX</i>
Signature of Principal / Head Teacher / School Director or other school official	
School Stamp	
<p>** one or other to be used, dependant on whether the student is leaving at the end of an academic year or during the academic year.</p>	