

Transfer Certificates

Please note that a student may not begin at GEMS World Academy Dubai without submitting a copy of an official/original transfer certificate from their current/previous school.

What is a Transfer Certificate (TC)?

A TC is a document that clearly states the grade a student is either currently enrolled in, or was promoted to at the end of the year. This is a requirement by the UAE Ministry of Education and KHDA to ensure accurate grade placement of all students. Please note that the TC must be in either English or Arabic. Kindly refer to the TC templates provided in separate attachments for further guidance.

Who needs a Transfer Certificate (TC)?

- All students entering Grades 2 – 12 require a TC
- Students entering Pre-K, KG1, KG2 and Grade 1 only require a TC if they are transferring from another school in Dubai

Which attestation stamps are needed for my Transfer Certificate (TC)?

TCs must follow the requirements as listed below, as they are dependent upon the country or Emirate your child is transferring from:

Dubai

- KHDA TC from current/previous school

Another Emirate in the UAE

- TC with school stamp and signature (TC must be in Arabic)
- Ministry of Education attestation in the Emirate where the school is located

United States, Canada, Western Europe, Australia or New Zealand

- TC with school stamp and signature only – no attestation required

Middle East (except for UAE), South and Central America, Asia, former Russian States, Eastern Europe and Africa

- TC with school stamp and signature
- Ministry of Education attestation (in the country of the school you are leaving)
- UAE Embassy attestation (in the country of the school you are leaving)

If I am unable to attest my TC in the country of issue, can I do it in UAE?

TCs can be attested from within UAE, however it is important to note that not all Embassies provide this service. If you would like to complete the attestation process in UAE, please contact the relevant Embassy prior to your relocation. Said attestation requirements are as follows:

- TC with school stamp and signature
- Issuing country's Embassy attestation (in UAE)
- UAE Ministry of Foreign Affairs attestation (in Dubai)