

Instructions for your child's current school:

1. Copy the School Transfer Certificate form below onto school letterhead.
2. Complete the School Transfer Certificate as of the student's last day of attendance.
3. Have the School Transfer Certificate signed and stamped by a school official.

The **original** school transfer certificate must be presented to ACS at the time of enrollment.
This form is only to be used for schools located outside the UAE.

----- Fold back along the dotted line to print onto school letterhead -----

Name of Student _____

Passport Nationality _____

Date of Birth (D/M/Y) _____

Grade when student was first enrolled _____

At the time of withdrawal enrolled in Grade _____

In the Academic Year _____

Last date of attendance at current school _____

Choose One:

***Results at the end of the Academic Year:**

Passed and Promoted to Grade _____ for the Academic Year _____

OR

***Transferring within the Academic Year:**

To continue in Grade _____ for the Academic Year _____

Headmaster/Principal/Director

Print Name

Signature

SCHOOL
STAMP

Please read the following information concerning School Transfer Certificates

What is a School Transfer Certificate (STC)?

The School Transfer Certificate, or school-leaving certificate, is not the same as school records or school transcripts. The School Transfer Certificate should clearly state to which grade a student was promoted at the end of the year (if enrolling in August), or in which grade the student is currently enrolled (if enrolling mid-year). We have provided a sample STC in the application packet for this purpose.

Who needs the Transfer Certificate?

All students in Grade 1 through Grade 12 require the School Transfer Certificate. Parents are required to produce an STC on the first day of attendance for registering with the Abu Dhabi Ministry of Education.

What are the Attestation Requirements?

Find your school's location below.

No Attestation Required for the following countries:

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

Attestation is Required for the following countries:

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

- Ministry of Education in the issuing country
- Ministry of Foreign Affairs in the issuing country
- UAE Embassy in the issuing country

If there is not a UAE Embassy in the issuing country, attestation is through the issuing country's embassy in the UAE then the Ministry of Foreign Affairs in the UAE.

GCC countries

- Ministry of Education in the issuing country