

SPECIMEN KHDA TRANSFER CERTIFICATE
(Transferring from schools outside of the UAE/Another country)

PLEASE HAVE THE FOLLOWING TYPED ON SCHOOL'S ORIGINAL LETTERHEAD, SHOWING THE SCHOOL'S FULL NAME AND ADDRESS, INCLUDING COUNTRY AND TELEPHONE NUMBER OF THE SCHOOL. The certificate must be in English and must be signed by the Principal and stamped with the school's official stamp.

TO WHOM IT MAY CONCERN

STUDENT'S PERSONAL DETAILS	
NAME OF THE STUDENT as per the passport	
DATE OF BIRTH	
NATIONALITY	
STUDENT'S ACADEMIC DETAILS	
DATE OF JOINING	<i>Please mention the date the student commenced at your school</i>
YEAR GROUP AT ADMISSION	<i>Please mention the Year Group the student commenced at your school</i>
CURRICULUM OFFERED	<i>Please mention the curriculum that is offered by the school that the student is leaving</i>
SYSTEM (12 OR 13 YEARS)	<i>Please mention 12 or 13 years</i>
CURRENT ACADEMIC YEAR	
YEAR GROUP CURRENTLY STUDYING IN	<i>Please mention the current year group if the student is leaving during the academic year, if not leave blank.</i>
LAST YEAR GROUP COMPLETED	<i>Please mention if the student is leaving at the end of the academic year. Do not fill if the student is leaving during the academic year.</i>
PASSED & PROMOTED TO	<i>If leaving at the end of academic year, please mention the Year Group the student is promoted to for the following academic year. If not leave blank.</i>
DATE OF LEAVING	<i>Please mention the last date the student attended the school</i>
REASON FOR LEAVING	<i>Please detail the reason the student is leaving the school</i>

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Signature of Head Teacher / Principal

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Date

School Stamp