HARROW INTERNATIONAL SCHOOL DUBAI

Transfer Certificate Guideline

A Transfer Certificate from the pupil's previous school is a mandatory requirement for registration at any school in the United Arab Emirates. Accordingly, without this document, the pupil cannot be registered and will therefore not be permitted to attend school, in line with Knowledge and Human Development Authority (KHDA) guidelines.

What is a Transfer Certificate?

A Transfer Certificate (TC) is an official document issued by the current school confirming that a child is eligible to transfer to another school, into a grade compliant with the current legislation, and that all financial obligations have been settled. Some schools overseas may refer to this as a Leaving Certificate.

How do I request the Transfer Certificate?

Please contact the admissions office at your current school to request a Transfer Certificate.

When should I submit the Transfer Certificate?

The Transfer Certificate must be submitted to the Harrow Admissions Office after the pupil's last day at their current school via the pupil's checklist.

In the event that the Transfer Certificate cannot be obtained, may be delayed, or if attestation is pending, parents are kindly requested to inform the Registrar at the earliest convenience, via email: Registrar@harrowdubai.ae

Please refer to the tables below for further guidance.

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Who needs a Transfer Certificate?

I am transferring from	Year groups requiring a Transfer Certificate	Requirement
Dubai	Students currently attending any nursery, early childhood centre or school in Dubai	A system-generated certificate from the KHDA portal
Another Emirate	Students currently attending Foundation Stage 1 onwards	A system-generated certificate issued by the Ministry of Education or the relevant authority within the Emirate
The GCC Countries	Students currently attending Foundation Stage 1 onwards*	Please refer to the Transfer Certificate sample
Overseas (excluding the GCC countries)	Students currently attending Foundation Stage 1 onwards *	Please refer to the Transfer Certificate sample. (*Attestation requirements vary by country. Please refer to the attestation requirements table below for further details*)

** Exceptions to the Transfer Certificate requirement may apply for students transferring from overseas, including GCC countries, and enrolling from FS1 to Year 2. Should you be unable to provide a Transfer Certificate, please contact the Admissions Office for further guidance.*

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Do I need attestation?

I am transferring from	Attestation requirement
Another Emirate	**UAE Attestation:** • Attestation by the Ministry of Education or equivalent in the Emirate From Abu Dhabi: ADEK Attestation From Sharjah: SPEA Attestation From the Northern Emirates: MOE Attestation
The GCC Countries	**Attestation from the issuing country:** • School principal's signature and school stamp • Ministry of Education (or equivalent)
North America, United Kingdom, Western Europe and Australia	**Attestation from the issuing country:** • School principal's signature and school stamp
Middle East (excluding the UAE and GCC countries), South and Central America, Asia, Russia and former Russian States, Eastern Europe, Africa and New Zealand	**Attestation from the issuing country:** • School principal's signature and school stamp • Ministry of Education (or equivalent) • Ministry of Foreign Affairs in the issuing country **UAE attestation:** • UAE Embassy in the issuing country • Or UAE Ministry of Foreign Affairs (MOFA) inside the UAE