School logo

Transfer Certificate

Student's Personal Details	
Student Name In English	
Nationality	
Date of Birth	
Student's Academic Details	
Joining Date	
Joining Grade / Year	
Current Academic Year	
Current Grade / Year Group	
Status of Grade/Year Group. Please select one of the below. **Passed and promoted –** Please add which grade/year the student is promoted to **Incomplete –** Please put this if the child is leaving during the academic year, this allows the child to continue the education. **Failed – Failed** the grade/year and will repeat	
Last Date of Attendance	
School Details	
School Name	
Curriculum Type (UK/IB/American /Australia etc)	
Headmaster/Principal/Director's Signature	
School Stamp	

Instructions for current school:

1. Copy the School Transfer Certificate from above onto your school letterhead.
2. Complete the School Transfer Certificate.
3. The certificate must state definitively the child's last date of attendance.
4. Have the School Transfer Certificate signed and stamped by a school official.

Parents:

1. Obtain the proper attestations as required in the guidelines document