

**SPECIMEN TRANSFER CERTIFICATE**

**PLEASE HAVE THE FOLLOWING TYPED ON SCHOOL LETTERHEADED PAPER, SHOWING THE FULL NAME AND ADDRESS, INCLUDING COUNTRY AND TELEPHONE NUMBER OF THE SCHOOL**

<b><u>TO WHOM IT MAY CONCERN</u></b>	
Child's Name	<i>As in the passport</i>
Date of Birth	<i>DD/MM/YYYY</i>
Nationality	
Start Date and Year Group at admission	<i>Please detail the date the child commenced at your school and the year group they attended on admission</i>
Curriculum Offered *	<i>Please detail the curriculum that is offered by the school the child is leaving</i>
Year Group currently studying in	<i>Please detail the current year group if child is leaving during the academic year if not leave blank.</i>
Last year Group Completed	<i>Please detail if the child is leaving at the end of the academic year Do not fill if the child is leaving during the academic year.</i>
Promoted To	<i>(If leaving at the end of Academic Year, Please detail the academic year they were to be promoted to for the following academic year). If not leave blank.</i>
Date of Leaving	<i>Please detail the last date the child attended the school</i>
Reason for leaving	<i>Please detail the reason the child is leaving the school</i>
Signature of Head Teacher _____	Date _____

**\*\*\*\*\* endorsed with school stamp \*\*\*\*\***

**N.B. IF COMING FROM SCHOOLS IN ASIAN, AFRICAN, GCC OR OTHER ARAB COUNTRIES**

**\*\*\*\*\*Endorsed as well by\*\*\*\*\***

The Ministry of Education in the country you are leaving  
The Ministry of Foreign Affairs in the country you are leaving  
The Consulate/Embassy of UAE in the country you are leaving

\* For the **Scottish National Curriculum** and **Private** Schools please indicate the equivalent year for the England and Wales National Curriculum.