

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

*Please type the following on the school's original letterhead, showing The School's full name and address, including the country and telephone number of the school. The certificate must be in English, dated and signed by the principal and stamped with the school's official stamp.*

**TO WHOM IT MAY CONCERN**

<b>STUDENT'S PERSONAL DETAILS</b>	
STUDENT FULL NAME AS PER THE PASSPORT	
DATE OF BIRTH	
NATIONALITY	
<b>STUDENT'S ACADEMIC DETAILS</b>	
DATE OF JOINING SCHOOL	<i>Please mention the date the student joined the school</i>
YEAR GROUP UPON JOINING	<i>Please mention the Year Group when the student joined the school</i>
CURRICULUM	<i>Please mention the curriculum that is offered by the school</i>
SYSTEM (12 OR 13 YEARS)	
CURRENT ACADEMIC YEAR	
CURRENT YEAR GROUP	
LAST YEAR GROUP COMPLETED IN FULL	
YEAR GROUP PROMOTED TO	
DATE OF LEAVING	<i>Please mention the last date the student attended/will attend the school</i>
REASON FOR LEAVING	

.....  
**Signature of Head Teacher / Principal**

.....  
**Date**

**School Stamp**

## IMPORTANT INFORMATION

<b>STUDENTS TRANSFERRING FROM OUTSIDE THE UAE / another country</b>	<b><i>Attestation Required</i></b>
Schools from Africa, South Africa, The Middle East (except UAE), South & Central America, Eastern Europe, Asia, Russia and the CIS	<i>Original TC attested by all of the following: the Ministry of Education, the Ministry of Foreign Affairs and the UAE Embassy from the current school's location.</i>
Schools from the Gulf Cooperation Council (GCC) Countries	<i>Original TC attested by the Ministry of Education of the GCC country you are arriving from.</i>
Schools from the United States, Western Europe, Australia and New Zealand	<i>No attestation required.</i>

If you have any queries, please contact Merlin James [mjames@jess.sch.ae](mailto:mjames@jess.sch.ae)