



Repton School



In Dubai your child requires a Transfer Certificate from his/her present school. The certificate must be typed on the school's letter headed paper, and contain the following information [Photocopies are not acceptable].

### Transfer Certificate

- 1) Student's Name
- 2) Date of Birth
- 3) Date of Admission
- 4) Class of Admission
- 5) Last Class Attended
- 6) Date of Leaving
- 7) Reason for Leaving
- 8) Student's Full Name has completed Year \_\_\_\_ and has been promoted to Year \_\_\_\_\_  
OR student's full name is continuing his / her studies in Year \_\_\_\_\_
- 9) Signature of Head of School
- 10) Date
- 11) School Stamp

- ❖ For students coming from United Kingdom, Europe, Australia, Canada and USA, the Transfer Certificate only needs the school stamp and the signature of Head of School.
- ❖ For students coming from any other country, the Transfer Certificate must be attested by:
  - The Ministry of Education \*
  - The Ministry of Foreign Affairs \*
  - The UAE Consulate [If no Consulate, then any other Arabic country's embassy or consulate." ] \*

\* From the country which the student is leaving

- ❖ For students coming from any GCC countries as: (Oman, Kuwait, Qatar, Bahrain and Saudi), the Transfer Certificate must be attested only by The Ministry of Education of that country.