



## Transfer Certificate Template

- A Transfer Certificate (containing the information below) is mandatory from your child's previous school, if your child is transferring from outside of Abu Dhabi in Year 2 and above. It is required to register your child with any school in the UAE. Without a Transfer Certificate we are unable to register your child with the Education Authorities. PLEASE NOTE your child will not be able to start school if you have not presented a Transfer Certificate to us, unless your child is transferring within Abu Dhabi.
- For students transferring from another school within Abu Dhabi, Transfer Certificates are not required as students are transferred within eSIS (ADEKs Online Registration System) by the previous school. Please ask them to transfer your child to Cranleigh on the ESIS system. If the School withdraws your child's profile, we will then require a Transfer Certificate.
- If your child's existing school has a stamp please ensure it is clear. If the school does not have a stamp, the school must state this, as failure to provide a stamp will result in the Transfer Certificate being invalid.
- The Certificate must be typed on the school's letter headed paper, giving the full address and country, in English or Arabic.
- Transfer Certificates are required for ALL students who are transferring from another school outside of Abu Dhabi/AI Ain.

### Attestations:

- Transfer Certificates for students coming from the UK, any Western Europe country, Australia, Canada, USA and New Zealand DO NOT require attestation.
- Transfer Certificates for students coming from any other country; Asia, Africa, the Middle East, Eastern Europe, must be ATTESTED by the Ministry of Foreign Affairs and the UAE Embassy in the country the student is leaving. Without attestation your child can not be given approval and therefore may be excluded from our School.
- Transfer Certificates for children leaving the UAE are issued by ADEK, via the school on the last day of schooling and should be attested by the Ministry of Foreign Affairs and their Embassy in the UAE.

**Please provide the template below to your child's current school. Please note this document is a very precise requirement from ADEK. Please ensure it is completed correctly as any inaccuracies may result in your child not being registered with ADEK and not being able to attend School until it is corrected.**



**Information required on your original transfer certificate:**

- Student's Name
- Date of Birth (dd/mm/yyyy)
- Place of Birth
- Date of Admission (dd/mm/yyyy)
- Year/Grade of Admission
- Year/Grade completed (full academic year)
- Last Year/Grade attended
- Date of Leaving (dd/mm/yyyy)
- Curriculum studied
- Reason for leaving

**One of the following two sentences MUST be included in the certificate:**

a) (Student's full name) has completed Year/Grade. .... In the .....Curriculum (Equivalent to Year..... in the British Curriculum) and has been promoted to Year.....for academic Year 20 / 20

OR

b) (Students' full Name) is continuing their studies in Year/ Grade..... in the ..... Curriculum (Equivalent to Year..... in the British Curriculum) in academic year 20 / 20

- Signature of Principal or Head Teacher (do not use a scanned signature)
- Date of transfer certificate
- School Stamp

Please discuss any queries relating to this document with Admissions in the first instance. Rules and guidelines can change with very little notice, therefore we ask for your support should you be required to submit additional information