



## TRANSFER LETTER requirements

The attached is a sample of a letter required under UAE Ministry of Education rules for students attending schools in the UAE, who are coming from outside the country. It forms part of the documentation that is required for students to be registered at the Ministry.

Please ensure that this completed on school letterhead paper and has the signature (preferably in blue ink) of the Headteacher and the school stamp on it -this is very important.

The original letter should be given to the school when the student commences in September.

For students transferring from the following countries, the Transfer Letter **MUST** be attested in the country which has issued the letter, with specific Government departments:

Countries:

All African countries

All Gulf and Middle Eastern countries

South Africa

Russia

Eastern European countries

All Asian countries

South American countries

(This does not apply to students transferring from Western Europe, UK, USA, Canada, Australia or New Zealand).

Government Departments to attest Letter:

Ministry of Education

Ministry (Department) of Foreign Affairs UAE Embassy/Consulate



## TRANSFER LETTER Sample

SCHOOL LETTERHEAD  
(Should state name of country)

This is to certify that .....(name of child) has attended this school from .....19..... to .....  
20..... UPN.....(Unique Pupil Number, required if coming from the UK).

Choose whichever of the following sentences applies:

When .....(name of child) left, he/she had completed Class ..... And should continue in this class for the rest of the academic year.

OR

When .....(name of child) left, he/she had completed Class ..... And should now be promoted to Class..... for the next academic year.

Signature of Headteacher  
Stamp

School

Date