

TRANSFER CERTIFICATE GUIDELINES

In order to comply with the UAE Educational Authorities regulations, and for Dubai American Academy students to be registered with the KHDA (Knowledge Human Development Authority), it is imperative that we receive a Transfer Certificate (TC) from your child's previous school when joining DAA. TCs must be in English or Arabic.

Students transferring from a school within Dubai are required to obtain a Transfer Certificate from their current school which will be attested by the KHDA. This is applicable for all grade levels.

If a student's previous school is located OUTSIDE of Dubai, a Transfer Certificate:

- **IS MANDATORY** if joining Grades 2 to 12.
- **IS MANDATORY if enrolling in** KG1, KG2 and Grade 1 **after** November 15.

A Transfer Certificate must include the following details:

1. Full name of the student
2. Date of birth of the student
3. Date of admission at the student's previous school
4. The curriculum of the student's previous school
5. Grade to which the student was admitted in the previous school
6. The grade that the student completed in the previous school
7. The grade that the student is promoted to
8. The date that the student left the previous school
9. School stamp and signature

Students coming from countries other than USA, Australia, Canada, Western Europe, New Zealand and Japan should have the original Transfer Certificate (TC) attested by:

- Education Authority of the origin (from country of TC origin)
- Ministry of Foreign Affairs (from country of TC origin)
- UAE Embassy (from country of TC origin)

Children coming from GCC (Saudi Arabia, Kuwait, Bahrain, Qatar & Oman) must have their original TCs attested only by the Education Authority of the origin (from country of TC origin). Children transferring within UAE Emirates must have their original certificates attested only by the Education Authority of the origin.

Please bring to school the Transfer Certificate along with the parent and child Emirates IDs in order to register no later than one week once the child begins school.