



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** – 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