

Leaving Certificate Requirements

The attached is a sample of a Leaving Certificate letter required under UAE Ministry of Education rules for all students entering Year 2 and upwards at Kings', and who are coming from outside the country. It forms an essential part of the mandatory documentation that is required for students to be registered at the Ministry and with the KHDA.

The Leaving Certificate must be ready before you make your move to Dubai. Please ensure that the letter is completed on **the current school's official letterhead paper and has the signature of the Headteacher and the school's stamp** – this is very important.

It should state the child's name, date of birth, first and last day at the school, the Year Group/Grade that they are in or have completed. If they are leaving at the end of the academic year, there should be a clear indication of the Year Group/Grade that the child has been promoted to.

A copy of the letter should be emailed to the Registrar before moving to Dubai and the original letter should be handed into the Admissions Office once the student commences school.

Before moving to Dubai, please read carefully as to which attestation you need to provide us with depending on the country that the current school is located in:

COMING FROM	ATTESTATIONS NEEDED FROM
Western Europe, UK, USA, Canada, Australia or New Zealand	No attestation needed, only a letter on the current school's letterhead with a school stamp and Headteacher's signature.
African countries (including South Africa), Middle Eastern countries, Russia, Eastern European countries, all Asian countries, South American countries	Attestation needed from the following Government Departments: Ministry of Education, Ministry (Department) of Foreign Affairs, UAE Embassy / Consulate.
GCC countries	The letter needs to be on the current school's letterhead, it needs to bear a school stamp and Headteacher signature and then to be attested by the Ministry of Education in the country.
Different Emirate within the UAE	A Government paper needs to be attested by the Emirate's Ministry of Education. Please ask your current school for further guidance.

SAMPLE FOR LEAVING CERTIFICATE

The following information should be on the current school's letterhead, which clearly includes the school's name, address (including country). It must be signed by the Headteacher and stamped with the school's stamp. The school is welcome to copy this onto their letterhead and complete the missing information.

This is to certify that(name of child) has attended this school from to

Choose whichever of the following sentences applies:

When (name of child) left, he/she was in Year/Grade and should continue in this Year/Grade for the rest of the academic year 20XX-20XX.

OR

When (name of child) left, he/she had completed Year/Gradeand should now be promoted to Year/Grade for the academic year 20XX/XX.

Our school follows the XXX Curriculum.

Signature of Headteacher

School stamp

Date