



LEAVING CERTIFICATE REQUIREMENTS

A Leaving Certificate is required under UAE Ministry of Education rules for **all students entering Year 3 and upwards** joining any Dubai school, if they are coming from outside of Dubai. The Certificate forms an essential part of the mandatory documentation that is required for students to be registered at the Ministry and with the Knowledge and Human Development Authority (KHDA).

The Leaving Certificate must be ready before you make your move to Dubai. Please ask your child's current school to confirm that your child is/was enrolled at the school on their school's letterhead, which clearly includes the school's name, address (including country). It must be dated, signed by the Principal and stamped with the school's stamp. **(See sample on next page)**

It should confirm the following information

- Child's full name
- Child's date of birth
- Date of joining
- Entry Year Group/Grade
- Date of leaving school
- Last Year Group/Grade attended
- Year Group/Grade the student is promoted to or should continue in
- The curriculum that the school follows

A copy of the letter should be emailed to the Registrar before moving to Dubai.

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 REQUIRED |
|---|--|
| Another Emirate in the UAE | <ul style="list-style-type: none">- School Principal's signature and school stamp- Attestation by the Educational Authority in that Emirate |
| GCC Countries | <ul style="list-style-type: none">- School Principal's signature and school stamp- Attestation by the Ministry of Education in the GCC country |
| North America, Canada, Western Europe, UK & Australia | <ul style="list-style-type: none">- School Principal's signature and school stamp |
| Middle East (excluding the UAE), South & Central America, Asia, Russia & former Russian States, Eastern Europe, Africa & New Zealand | <ul style="list-style-type: none">- School Principal's signature and school stamp- Attestation by the Ministry of Education in the country of origin- Attestation by the UAE consulate or Embassy in the country of origin OR by the Ministry of Education of Foreign Affairs in the UAE |

SAMPLE FOR LEAVING CERTIFICATE

Please ask your child's current school to put the following information on their school's letterhead, which clearly includes the school's name, address (including country). It must be dated, signed by the Principal and stamped with the school's stamp.

This is a sample document and should be used as a guide only.

This is to certify that the below mentioned student is/was enrolled at (name of school).....

Please ensure to include the following information in the letter

- Child's full name
- Child's date of birth
- Date of joining
- Entry Year Group/Grade
- Date of leaving school
- Last Year Group/Grade attended
- Year Group/Grade the student is promoted to or should continue in
- The curriculum that the school follows

Principal's signature:

Date:

School Stamp: