



SAMPLE OF TRANSFER CERTIFICATE

This must be on school letter headed paper, with a school stamp and signed by the Principal or Head Teacher.

The following information must be included:

1. Name of the student
2. Date of birth of the student
3. Nationality
4. Last year/grade attended at school
5. Date the student is leaving the school
6. Year group the student is passed and promoted to if at the end of the academic year
7. Currently in year/grade if leaving mid
8. Curriculum follow
9. Is it a 12 or 13 year Curriculum

Signature of Principal or Head Teacher:

School Stamp:

Date:

