

---

## 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-way through the academic year
8. Curriculum followed
9. Is it a 12 or 13 year Curriculum

Signature of Principal or Head Teacher:

School Stamp:

Date: