

KHDA Registration Documents & Forms

In order to comply with the UAE Educational Authorities regulations, all students must be registered with the KHDA (Knowledge Human Development Authority).

Upon receiving an offer letter, the documents required for registration are as follows:

- Valid passport copy of both parents and child
- Valid visa copy of both parents and child
- Copy of Transfer Certificate from previous school
- Valid Emirates ID copy for your child (front & back)
- Valid Emirates ID copy for both parents or guardians (front & back)

An original Transfer / Leaving Certificate from the previous school is required to register a child in the United Arab Emirates. Please ensure you request a Transfer/Leaving Certificate from your current school if you are arriving from an establishment outside the Emirate of Dubai. The latest school report which shows the year group they were last registered in should also be submitted (if applicable).

The following guidelines apply to the Transfer Certificate (TC) and must be included on the document:

- Full name of the student
- Date of birth of the student
- Date of admission at students' previous school
- Curriculum taught at students' previous school
- Grade to which the student was admitted in the previous school
- Grade that student completed in the previous school
- Grade that student is promoted to
- Date that student left the previous school
- School stamp and principal signature

All Transfer / Leaving Certificates should be written in English or Arabic and must be handed at school in to the KHDA Office before the student begins studying.

Please ensure you provide the required documentation based on the current/previous school location:

Coming From	Attestation needed from
UK, Australia, USA, Canada, Western Europe, New Zealand	No attestation required, only a letter on the current school's letterhead with a school stamp and principal signature, including the student's details (please see transfer certificate example).
African countries (including South Africa), Middle Eastern countries, Russia, Eastern European countries, all Asian countries, South American countries.	<ul style="list-style-type: none"> * Education Authority of the origin (from the country of TC origin) * Ministry of Foreign Affairs (from the country of TC origin) * UAE Embassy (from the country of TC origin)
GCC Countries (Saudi Arabia, Kuwait, Bahrain, Qatar & Oman)	Must have their original TCs attested only by the Education Authority of the origin (from the country of TC origin).
Children coming from another UAE Emirate	Must have their original TCs attested only by the Education Authority of that Emirate.
Students coming from India	The TC/Leaving Certificate needs to be attested by the Education Officer of the Zone/District/Area from where the Certificate is obtained. The seal and signature of the Education Officer must be verified by the Indian Consulate in Dubai and the UAE Foreign Affairs Ministry.