

GLS / C / 575 - 22

CIRCULAR

08 November 2022

ISSUE OF TRANSFER CERTIFICATE

Dear Parents,

The New Academic Year 2023-2024 will commence in the 1st week of April 2023. In case you intend to withdraw your child from this School at the end of this Academic Year 2022-2023 (March 2023), you need to apply **ONLINE** for **the Transfer Certificate before 15th January 2023**. Please note the Transfer Certificate will be processed for your ward only **once you clear all the dues for your ward till March 2023 and the TC fees of AED126/-**

Please note the following before applying for the Transfer Certificate for your ward.

1. Clear all the fee dues i.e. **Tuition fees and STS fees of your ward until March 2023.**
2. Library books if any to be submitted and the library clearance to be obtained by end of February 2023
3. Take print out of report cards as required of current academic year and previous academic years before the end of academic year 2022-2023.
4. The procedure to apply for the **Online Transfer Certificate** will be as follows:
5. Go to the website: www.gems.ae
6. Sign onto **GEMS Parent Portal** using parent user name and password.
7. Click on the tab above **Requests**
8. Select Transfer Certificate to start the process
 - a) Parents are offered an option for **EXIT INTERVIEW** with the corporate team. **Click Yes – only if needed. Click No – if not required.**
 - b) Please select the last date of attendance of the student from the calendar on the side. (If the student is leaving after the completion of the Academic Year 2022-2023, the last date will be **31st March 2023** and no other date). The last date of attendance should be **31st March 2023** to get a passed and promoted Transfer Certificate.

Please click on the correct option as below: **Reason for Transfer/ Withdrawal:**

Option No.1

MOVING TO ANOTHER AREA OR A SCHOOL WITHIN DUBAI – If the ward is moving to another school in Dubai, please complete an exit interview with the respective supervisor and proceed further to apply for TC. Once confirmed, kindly select the name of the school correctly from the drop-down list of schools.

Option No.2.

MOVING TO A SCHOOL IN ANOTHER EMIRATE: - For students moving to a school in another Emirate, please select the Emirate and the name of the school the student is moving to.

Option No.3.

MOVING OUT OF COUNTRY: - For students leaving the UAE, please enter the country the student will be moving.

After filling all these details click on the **SAVE**, button. Confirmation will be shown on the screen. Once this process is complete, parents will receive an email acknowledgement.

The Transfer Certificates with the KHDA attestation will be ready in the last week of April 2023, after obtaining clearances from the school tuition fees and STS fees till March 2023 and the Transfer Certificate fee of AED126/-. All parents will have to come to the school and collect the original transfer certificate for moving your ward within Dubai and outside Dubai from the school.

(IMPORTANT) MEDICAL FILE: For students moving to another Emirate and Outside UAE, the parent should personally come and collect the medical file of the ward from Grade1 to Grade 6 from the School Medical Services before collecting the transfer Certificate. For students moving to another school within Dubai, the medical file will be sent directly to the school selected by you.

If for some reasons, you are unable to do the Online Transfer Certificate process you can come to the school personally and meet the Registrar who will assist you in completing the Online Transfer Certificate process. For those Parents who have already submitted your request for Transfer Certificate online, kindly ignore this circular for submitting your Transfer Certificate application.

Warm Regards,



Asha Alexander

آشا ألكسندر

Principal

مديرة المدرسة

Executive Leader - Climate Change

الرئيس التنفيذي - تغير المناخ