

GLS / C / 794-24

**CIRCULAR**  
**Transfer Certificate**

19<sup>th</sup> February 2024

Dear Parents,

Further to our Circular No:776-24 dated 12<sup>th</sup> January 2024; we would like to inform you that the new Academic Year 2024-2025 will commence from 1st April 2024. Parents who intend to withdraw their ward(s) from this school at the end of this Academic Year 2023-2024, may apply **ONLINE** for the **Transfer Certificate at the earliest before 29<sup>th</sup> February 2024 failing which the student will be re-enrolled for the next academic year 2024-25 and the fees will be charged for the month of April 2024. In case you apply for the Transfer Certificate after the deadline given the process for the same will be initiated only in the month of May 2024.**

Please note the Transfer Certificate will be processed for your ward only **once you clear all the fee dues (Tuition fees and STS fees) till March 2024 along with the TC fees of AED 126/-**

**The process to raise the Transfer Certificate request is as below:**

**THROUGH GEMS CONNECT MOBILE APPLICATION:** Login to GEMS Connect App with parent credentials > Communications >Service Request> TC request >Fill the short form >Mention the last date of attendance of your ward (31<sup>st</sup> March 2024) >Submit>Clear the outstanding fees online along with the TC fees **126 AED.**

**THROUGH WEB:** Login GEMS Connect portal with parent credentials> Requests > Transfer Certificate> Click here to proceed>Fill the short form >Mention the last date of attendance of your ward (31<sup>st</sup> March 2024) >Submit>Clear the outstanding fees online along with the TC fees **126 AED.**

**The Transfer Certificates with the KHDA attestation will be ready for collection by 15<sup>th</sup> April 2024, after obtaining clearances from the school tuition fees and STS fees till March 2024 and the Transfer Certificate fee of AED 126/-. All parents will have to come to the school and collect the original transfer certificate for moving their ward(s) within Dubai and outside Dubai from the school.**

**(IMPORTANT) MEDICAL FILE:** For students moving to another Emirate and outside the UAE, the parent should personally come and collect the medical file of the ward from Grade 1 to Grade 8 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.

For those Parents who have already submitted their request for a Transfer Certificate online, kindly ignore this circular for submitting your TC application.

Thank you for your understanding and cooperation.

Warm regards,



Asha Alexander

Principal

Executive Leader - Climate Change

آشا ألكسندر

مديرة المدرسة

الرئيس التنفيذي - تغيير المناخ