

Leaving Certificate Sample and Instructions

TO BE COMPLETED BY THE STUDENT'S CURRENT SCHOOL

Instructions to the current school:

1. Copy the lower section* of this document onto your school letterhead.
2. Complete the student's details in the space provided.
3. This form must be signed and stamped by a school official. (Blue ink preferred)

Instructions for Parents:

1. Once issued by the school, parents should check the instructions for attestation of the leaving certificate below.
2. A scanned colour copy of the leaving certificate must be emailed to admissions@englishcollege.ac.ae or uploaded to our admissions portal before your child's start date.

ATTESTATION: Attestation requirements of the LC is dependent on the school's location, not curriculum. Please see below which attestation you will need.

SCHOOL LOCATION	ATTESTATION NEEDED
Dubai	KHDA Leaving Certificate required
Other UAE Emirate	Arabic Leaving certificate with stamp from Educational Zone of the Emirate
United States, Canada, Australia, New Zealand and Western Europe	School stamp and signature of school official only
GCC country (Kuwait, Oman, Bahrain, Qatar, Saudi Arabia)	Ministry of Education of that country
All other countries	Ministry of Education, Ministry of Foreign Affairs, and the UAE Embassy of that country

***Copy the information below this line onto your own letterhead**

LEAVING CERTIFICATE

1. Name of Student:
2. Date of Birth (dd/mm/yy):
3. Nationality:
4. Last Year/Grade Attended:
5. Date of Leaving (dd/mm/yy):
6. Passed and promoted to Year/Grade:
7. Current Year/Grade (if Leaving midway through the academic year).....
8. Curriculum followed (e.g. IB/UK/US)
9. The above curriculum is a *12 / 13 / year school system (*delete as appropriate)

Signature of Principal:

Date:

SCHOOL STAMP