



## DOCUMENTS REQUIRED

Please carry the following documents with you on the day of the interactive session (KG) or assessment test (Grades) day for verification and submission.

1. Passport copy (front page, visa page and back page) of student, mother and father
2. Emirates ID copy (front and back) of student, mother, and father
3. Birth Certificate of child
4. Most recent passport-size photo of the child.
5. TC from the previous school
6. Final year exam report card from the previous grade.
7. Registration fees 200 AED (Non-refundable)

## TRANSFER CERTIFICATE & REPORT CARD REQUIREMENTS

### STUDENT SEEKING ADMISSION FROM WITHIN UAE

#### From schools within Ajman:

**KG-II to Grade IX:** Original TC & latest report card (colored copy) to be submitted.

**Grade X to XII:** Original TC & previous 2 years report card coloured copy to be submitted.

*Attestation requirement: School seal and Principal's signature required on both the documents.*

#### Schools from other Emirates EXCEPT for Ajman:

**Grade KG-I to IX** – Attested original attested TC & latest report card coloured copy to be submitted.

**Report card to have school seal & Principal signatures only.**

**Grade X-XI:** Original attested TC & attested report card of previous year (grade IX final report card / grade X final CBSE mark sheet)

**Grade XII** -original attested TC & ATTESTED FINAL MARKSHEETS of previous 2 years to be submitted (Grade X CBSE marksheet & Grade XI final report card from the school).

*Attestation Requirement on Original TC:*

1. School seal & Principal's signature
2. Attestation from the concerned educational authority of the Emirate.

### STUDENT SEEKING ADMISSION FROM OUTSIDE UAE

#### Documents Required

**Grade II to IX:** Attested original attested TC & latest report card coloured copy to be submitted.

*Note: Report card to have school seal & Principal signatures only.*



**Grade X-X:** ATTESTED ORIGINAL TC & attested original Report card of previous year (Grade 9 final report card / Grade 10 final CBSE MARKSHEET)

**Grade XII:** ATTESTED ORIGINAL TC & attested original Report cards of previous 2 years (Grade 10 FINAL CBSE MARKSHEET & Grade 11 final school report card)

### Attestation Required

1. Grade II to IX: Only on Original attested TC.
2. Grade X – XII: Both on Original TC & original Report Cards

### **I. School Seal & Principal Signature**

#### **II. From Schools in India:**

1. CBSE Board or District Education Officer or Zonal Education Officer
2. U.A.E Embassy in India
3. Ministry of Foreign Affairs in U.A.E.

#### **III. From other countries:**

1. Ministry of Education of that country.
2. U.A.E embassy of that country
3. Ministry of Foreign Affairs in U.A.E.