

GLS/C/951-25

CIRCULAR
TRANSFER CERTIFICATE

06 January 2025

Dear Parents,

We would like to inform you that the new Academic Year 2025-2026 will commence from 7th April 2025. Parents who intend to withdraw their ward(s) from this School at the end of this Academic Year 2024-2025, may apply **ONLINE for the Transfer Certificate at the earliest before 14th February 2025 failing which the student will be re-enrolled for the next academic year 2025-26 and the fees will be charged for the month of April 2025. 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 2025.**

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 2025 along with the TC fees of AED126/-**

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

THROUGH GEMS CONNECT MOBILE APPLICATION : Login GEMS Connect App with parent credentials > Communications >Service Request> TC request >Fill the short form >Mention the last date of attendance of your ward (31st March 2025) >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 (31st March 2025) >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 4th April 2025, after obtaining clearances from the school tuition fees and STS fees till March 2025 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.

(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 9 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 the request for Transfer Certificate online, kindly ignore this circular.

Thank you.

Warm regards,



Asha Alexander

Principal

Executive Leader - Climate Change

أشا ألكسندر

مديرة المدرسة

الرئيس التنفيذي - تغير المناخ