

**SAMPLE FORMAT**  
To be completed by your child's last school attended

**SCHOOL LETTERHEAD**  
School's full name, address, country, telephone number, fax and website.  
The certificate must be in English, signed by the Principal and stamped with the school's official stamp.

**TRANSFER CERTIFICATE**

**TO WHOM IT MAY CONCERN**

Last and First Name of Student :  
Date of Birth : DD/MM/YYYY  
Place of birth :  
Nationality :  
Last grade attended :  
Currently in grade :  
Date of leaving : DD/MM/YYYY  
Passed and promoted to :  
Curriculum Followed :  
School System (12 or 13 year system) :

Signature of Headmaster/Principal/Director :  
Name:

Date: DD/MM/YYYY

