



## SAMPLE TRANSFER CERTIFICATE

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The Transfer Certificate should contain the following information:

1. Pupil's full name
2. Date of birth
3. Date of admission at current school
4. School curriculum (e.g. British, American etc.)
5. Class of admission
6. Current class attending
7. Date of leaving
8. Reason for leaving
9. Pupil's full name \_\_\_\_\_ has completed Year \_\_\_\_\_ (equivalent to Year \_\_\_\_\_ in the British curriculum) and has been promoted to Year \_\_\_\_\_

**OR**

Pupil's full name \_\_\_\_\_ is continuing his / her studies in Year \_\_\_\_\_ (equivalent to Year \_\_\_\_\_ in the British curriculum)

Signature of Head of School

Date

School stamp