



APPLICATION FOR WITHDRAWAL

Application Date..... Last date of Attendance..... Name of Student:
..... Year.....
Section..... Admission No..... Date of joining Name of the Parent who sponsors the
child: Mr/Ms..... Contact Number -: Res
Mob.....

Reason for Leaving (Please tick)

We are moving to another country.
We are moving to another area within UAE. Due to
fees.

Moving to another school (please specify the reason)..... **Type of Transfer**

Certificate: (please tick the relevant one – for attestation purpose)

- 1. Local (with in Dubai): _____ Name of the School _____
- 2. Other Emirates _____ 3. Overseas _____

Note: TC attestation fee is AED 126/- and will be issued once all fees are cleared

Signature of the Parent/Guardian.....

CLEARANCE FORM (for office use only)

From the office of the Registrar

All school dues to be cleared till:..... Signature:..... Date:.....

To be completed by the Accountant

- a) All school dues cleared till:..... Signature:..... Date.....
- b) TC Attestation charges AED 126/-.....
- c) Transport dues cleared till:..... Signature:..... Date.....

Class Teacher: Last Date of Attendance..... Sign Teacher.....

Clinic.....

Librarian: Library books returned Yes/No Signature.....

Parent : TC received Name..... Date.....

Note: Please download all the academic reports of your child / ren before you apply for the TC online and download latest report prior to the last date of attendance.



STEPS TO APPLY FOR TRANSFER CERTIFICATE

Please download all the academic reports of your child/ren before you apply for the Transfer Certificate online and download the latest report prior to the last date of student attendance.

1. Log in to gems.ae

2. Click on Parent Portal

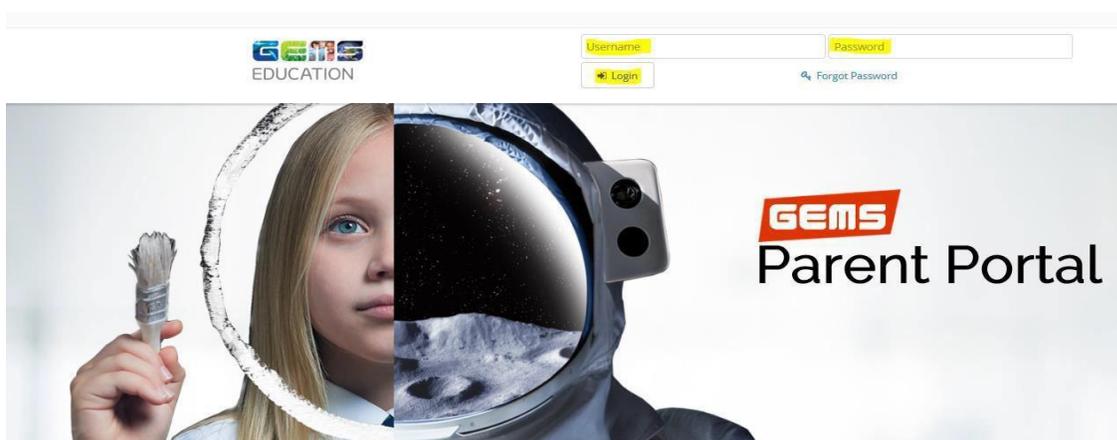


GEMS Parent Portal / Education / Webmail / Intranet Portal / MyLearning / Phoenix for Employees

GEMS EDUCATION

- GEMS Parent Portal**
To update their contacts, access reports, make payment and more
- My Learning**
My Learning (Fusion) teaching and learning portal
- GEMS Education**
For anyone to find out more about GEMS Education around the world, plus search for GEMS Schools and Careers
- GEMS WebMail**
For GEMS Staff to access their emails anytime, anywhere
- PHOENIX**
For GEMS Employees
- GEMS Corporate Intranet Portal**
For GEMS Corporate and School Employees
- Find a GEMS school**
For Parents looking to enrol at a GEMS school

3. Enter Username & Password



GEMS EDUCATION

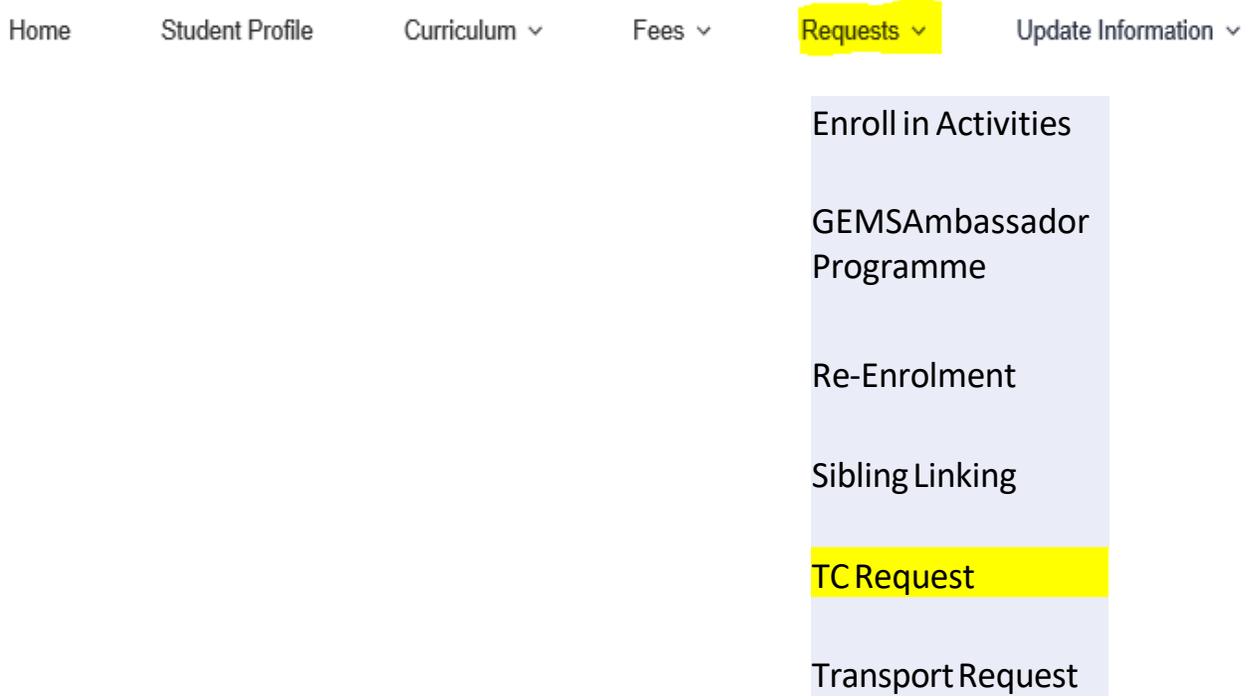
Username Password

[Login](#) [Forgot Password](#)

GEMS Parent Portal

Welcome to GEMS Parent Portal

4. Click on the drop down tab Request & click on TC Request



5. Fill the details in the TC form and click on Save.

Please also pay AED 126/- for TC approval and processing online. Please be informed if dues are not clear we will not be able to:

- Release any examination results/certificates.
- Issue transfer certificate and/or educational transcripts/reference/records.

Request you to contact our accounts department for more details to clear the TC charge.

- Asokkumar Gopalakrishnan asokkumar.g_win@gemsedu.com
- Dakshina Venu dakshina.v_win@gemsedu.com.