

*Dear Parents*

*Welcome to Horizon International School,*

*As per KHDA / government legal requirements, a transfer certificate is an essential part of completing your child's registration.*

*We have summarized the transfer certificate guidelines below. Please read carefully and upload /send the appropriate documents accordingly by the requested date. Using the link below*

[FORM LINK](#)

*In accordance with KHDA rules and regulations, students will not be allowed to start school without this mandatory KHDA registration and acknowledging KHDA Parent School Contract Online.*

*We appreciate your cooperation with these requirements to avoid any delays to your child's starting date. If you have any enquiries or need any further clarification on the below, please email our Government Relation Executive Ms. Nazik Salman [nazik.elhaj@cognita.com](mailto:nazik.elhaj@cognita.com)*

***School/ Nursery Outside Dubai\_***

***FS1 – Y01\_***

***NO*** *Transfer certificate required*

*Please make sure you have submitted student and parents' passports and Emirates IDs (if issued) to school.*

***School/ Nursery Inside Dubai\_***

***FS1 – Y13\_***

*KHDA Transfer Certificate*

*Please apply at your school or Nursery and clear all payments at your school, to ensure no delays due to summer holidays.*

We expect the document by **July 15th**.

**School from another emirate/**

**GCC countries**

**Y02 – Y13**

*Transfer Certificate Attested by Ministry of Education only*

*Please ask your school for a transfer certificate, to ensure no delays due to the summer holidays.*

We expect the document by **July 15th**.

**Schools Outside Dubai**

**Y02 – Y13**

*Transfer certificate attested by:*

- Ministry of Education at Country of Origin
- Ministry of Foreign Affairs at Country of Origin
- UAE Embassy at Country of Origin

*Please share the document with attestations no later than **July 15th**. Let us know if you will need more time to acquire such attestations.*

**Schools in (US, UK, Australia, Canada, Western Europe, Japan)**

**Y02 – Y13**

*School Final report/Letter to show students completed the previous grade.*

*Please ask your school for a final report or transfer certificate, to ensure no delays due to the summer holidays.*

We expect the document by **July 15th**

Kind Regards,

The HIS Admissions team