



Please follow the below steps to complete the Transfer Certificate process:

1. Sign into the Parent Portal via: www.gems.ae and click "GEMS Connect website" or through the GEMS Connect App.
2. Log on with Parent Username and Password (please contact the PRE if you need assistance with resetting the password: pre_fps@gemsedu.com).
3. On the menu list, left-hand side, go to Requests and click on Transfer Certificate.

You will complete the following:

- Complete online questionnaire (kindly ensure to mention last attendance day)
- Meet the Principal (Optional)
- Meet Corporate Office (Optional)
- Complete the Questionnaire and click 'Save'.

3 emails will be generated.

- Email Acknowledgement to the Parent.
- Email to Registrar
- Email to Class Teacher If you requested to meet the Principal, an email will be sent to Mr. Wade.
- If you requested to meet Cooperate Office, an email will be sent to Cooperate Office delegated member of staff.

Once the Registrar receives the acknowledgement email, the Registrar will then proceed with the transfer according to the Last Date of Attendance and the transfer will then be completed by the Government Relation Executive and will issue the leave certificate. Please note, transfer certificates will require a payment of AED126 for KHDA stamping.

For any further assistance please feel free to contact either:
pre_fps@gemsedu.com or registrar_fps@gemsedu.com