

CIRCULAR

Dear Parents,

Sub.: Issuance of Certificates via SPEA portal (DALEEL)

Please be informed that as per the instructions received from SPEA, parents can apply directly for the following certificates through the **DALEEL** portal:

1. **Transfer Certificate (TC)** – Parents of students in any grade may directly apply for Transfer Certificate, provided the student is registered and has a complete academic record on the "Daleel" system.
Note for Grade 12 : Students are required to select the option “*Transfer Certificate for Graduates*”.
2. **Certificate of Good Conduct and Behaviour** - Parents of graduating twelfth-grade students can directly apply for this certificate through the “Daleel” system after the successful completion of their secondary education.
3. **Attestation of certificates by the UAE Ministry of Foreign Affairs and the UAE Embassy** – Requests for the attestation of certificates by the UAE Ministry of Foreign Affairs (MoFA) and the UAE Embassy for use in destination countries can now be processed via Daleel. This eliminates the need for in-person visits to these entities.
 - **Attestation Fee:** AED 310.50 (Please note this does not include the attestation fees for academic certificates issued through the Daleel system).

Please refer to the attached documents for a detailed step-by-step guide on the application process.

- [Daleel TC Procedure](#)
- [Certificate Attestation Mechanism](#)

Please contact the School Arabic Secretary (**Extn. No.116**) in case of any queries.

With regards,

Sd/-

Rafia Zafar Ali
Principal