



# SHARJAH INDIAN SCHOOL

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## OUR VISION

Educate Enlighten Empower

11<sup>th</sup> June 2025

### For the students of Grade 12 (2024-2025)

Dear Parent,

*Greetings from Sharjah Indian School, Ghubaiba... ..*

Please be informed that the **Transfer Certificate of the Grade 12 (2024-2025)** students are ready to be downloaded from the **SPEA-Daleel portal**.

The documents containing the steps for downloading the Transfer Certificate has been attached herewith for your reference.

Seeking your cooperation.

With regards

**PRAMOD MAHAJAN**  
**PRINCIPAL**





## Steps to apply for Transfer for graduate Students on the SPEA Portal

- Step 1 – Type the link <https://daleel.spea.shj.ae> on your web browser and click on Sign in with UAE PASS
- Click on the language icon to change the language

**Sign in**

Please enter email / phone number and password

Email / Phone number \*

Enter email / phone number

Field is required \*

Password \*

Enter Password

[Forgot password?](#)

**Sign in**

Sign in with UAE PASS

[Create account](#)

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V.2.9.40



- **Step 2 - Login to your UAE PASS with your Mobile Number**


Not syncing

UAE PASS

https://ids.uaepass.ae/authenticationendpoint/login.do?acr\_values=urn%3Aasafelayer%3Atws%3Apolices%3Aauthentication...

Microsoft Edge  
Would you like to set Microsoft Edge as your default browser?

Set as default Not Now



## Login to UAE PASS

Emirates ID, email, or phone eg. 971500000000

☒ Remember me

Login

Don't have UAEPASS account? [Create new account](#)

[Recover your account](#)

Home About Support FAQ Kiosk Locations Service Provider

32°C Sunny

Search

9:18 AM 01/05/2024

Privacy - Terms



### Step 3 - Select the same on your device to move forward

Not syncing

UAE PASS

https://ids.uaepass.ae/authenticationendpoint/polling.jsp?acr\_values=urn%3Aasafelayer%3Atws%3Apolices%3Aauthentication...

Microsoft Edge  
Would you like to set Microsoft Edge as your default browser?

Set as default Not Now

Login request from

Daleel Web Portal

Open your UAE PASS app, select the number shown and confirm to login

42

Waiting for your confirmation...

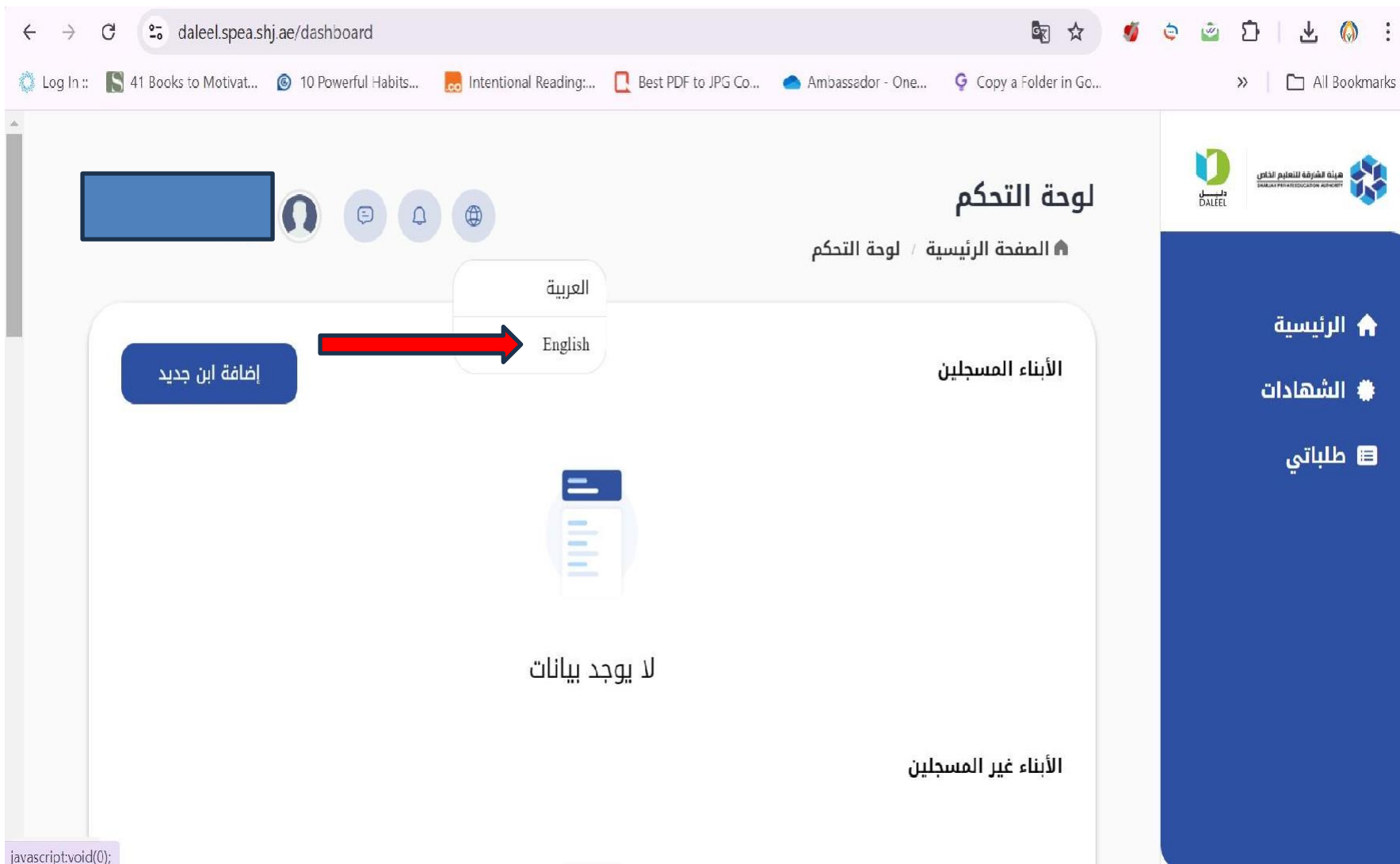
32°C Sunny

Search

ENG US

9:18 AM 01/05/2024

**Step 4: Please click this icon for translation in English.**



## Step 5 - Click on the student's name





**Dashboard**  
Home / Dashboard



**Registered Sons**Add New Child



**Not Registered Sons**

  
No data found



## Step 6 - Click on send request



Home page My requests



Child Details X

### Child details

Home page > Child details

Contact with school



11 Year

Unregistered



Daleel number2 113477



Send request v

- Send repeat studyPhase request
- Send request to edit personal info
- Send withdrawal request
- Exemption from subject
- Request to issue a certificate

Personal info

Acceptance info

Attendance and Absence

Student attachedment

Certificate list

Student behavior

M





## Step 7 a – Select the type of the certificate



[Home page](#) [My requests](#)



Child Details X

### Child details

[Home page](#) > [Child details](#)

Contact with school

Child Details X

### Certificates

[Home page](#) > [Certificates](#)

Issue new certificate

Type of certificate

Choose certificate







## Step 7 b Transfer for graduate Students & Click on the 'Save' button



Child Details X

### Issue new certificate

Type of certificate

Transfer for graduate students

Transfer for graduate students

Certificate fee 15 Dirham

Save

School Internal Subjects

Transfer for graduate students

Cer

Board

Search...



Academic year

Student name

Type of certificate

Certificate status

Select school year

Select student name

Choose certificate

Certificate status

Reset

Search

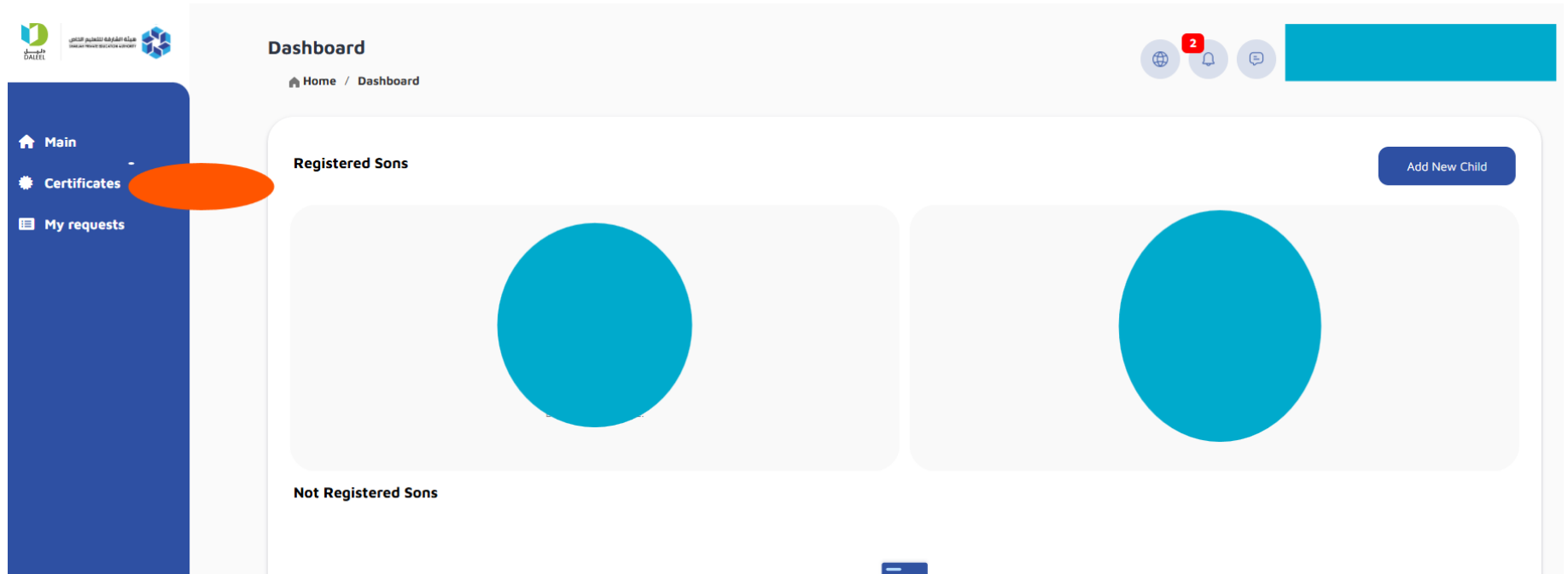
Select certificate to print

Payment

V.2.13.01



Step 8 - go back to the home page and select the "Certificate" option.





Step 9 - Complete the payment process by clicking the checkbox and then proceed as shown.

هيئة الشارقة للتعليم الخاص  
SHARJAH PRIVATE EDUCATION AUTHORITY

Home page My requests

Child Details X Certificates X

Reset

Search

Select certificate to print

Payment

Note : " You should only select certificate that has pending for payment status only "

<input type="checkbox"/>	Certificate name	Certificate fee	Son's name	Issurance Date	Reference Number	Certificate status
<input type="checkbox"/>	Transfer certificate	15 Dirham		--		Pending For Payment

## Step 10 – Download the certificate




### Select certificate to print

Payment

Note : " You should only select certificate that has pending for payment status only "



Certificate name	Certificate fee	Son's name	Issurance Date	Reference Number	Certificate status
Transfer certificate	15 Dirham		11 December 2023		Paid

View

