



# SHARJAH INDIAN SCHOOL - GHUBAIBA

PO.Box.2324, Tel 06-5670560/06-5671866, Fax 06-5672914  
Email: [mail@sissharjah.com](mailto:mail@sissharjah.com) Website : [www.sissharjah.com](http://www.sissharjah.com)



**OUR VISION**  
Educate Enlighten Empower

## Application for Transfer Certificate

Name of the Student (as per the school records) \_\_\_\_\_

Student Code No: \_\_\_\_\_ Class : \_\_\_\_\_ Section : \_\_\_\_\_

Academic Year \_\_\_\_\_

### Type of TC Required

For Admission within Sharjah Zone  
Name of the School : \_\_\_\_\_

For Admission in UAE other than the Emirate of Sharjah  
Name of the School : \_\_\_\_\_

For Admission outside UAE  
Name of the School : \_\_\_\_\_

Last Date of Attendance: \_\_\_\_\_

Mail ID \_\_\_\_\_ Contact No \_\_\_\_\_

Date \_\_\_\_\_ Name & Signature of Parent: \_\_\_\_\_

### For Office Use Only

Last Date of Attendance in the Class : \_\_\_\_\_

Result (if applicable ) : Passed/ Failed /Retest in \_\_\_\_\_

Discontinued on \_\_\_\_\_ Signature of Class Teacher : \_\_\_\_\_

Clearance from the School Library

Signature of Librarian : \_\_\_\_\_

Fees collected Upto : \_\_\_\_\_

T.C Fees Collected Vide Receipt No: \_\_\_\_\_ Receipt Date \_\_\_\_\_

Receipt of Fees Stopped Yes / No: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Cashier: \_\_\_\_\_

Checked the details and found correct T.C may be issued.

Signature of Vice Principal: \_\_\_\_\_

TC Application form collected by Arabic Secretary

Signature: \_\_\_\_\_



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## Application for School Leaving Certificate (For Class XII)

Name of the Student (as per the school records) \_\_\_\_\_

Student Code No: \_\_\_\_\_ Class : \_\_\_\_\_ Section : \_\_\_\_\_

Academic Year \_\_\_\_\_ Board Exam Roll No. \_\_\_\_\_

Subjects: English, \_\_\_\_\_

Last Date of Attendance: \_\_\_\_\_

E-mail ID \_\_\_\_\_ Contact No \_\_\_\_\_

Name & Signature of Parent: \_\_\_\_\_ Date \_\_\_\_\_

### For Office Use Only

Last Date of Attendance in the Class: \_\_\_\_\_

Total Attendance: \_\_\_\_\_ Days Attended: \_\_\_\_\_

Result (if applicable) : Passed/ Compartment/Failed \_\_\_\_\_

Signature of Class Teacher: \_\_\_\_\_

Clearance from the School Library

Signature of Librarian: \_\_\_\_\_

T.C Fees Collected Vide Receipt No: \_\_\_\_\_ Receipt Date \_\_\_\_\_

Fees collected Up to: \_\_\_\_\_

Fees Stopped Date: \_\_\_\_\_ Signature of Cashier: \_\_\_\_\_

Checked the details and found correct T.C may be issued.

Signature of Vice Principal: \_\_\_\_\_

TC Application form collected by Arabic Secretary

Signature: \_\_\_\_\_

# Steps to apply for the TC 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

The screenshot displays the login interface for the DaleelSystem. The browser's address bar contains the URL [daleel.spea.shj.ae/auth/login](https://daleel.spea.shj.ae/auth/login). The main content area is a dark blue panel with the heading "Sign in". Below the heading, it prompts the user to "Please enter email / phone number and password". There are two input fields: "Email / Phone number" and "Password". The "Email / Phone number" field has a red asterisk and a "Field is required" error message. The "Password" field also has a red asterisk and a toggle icon for visibility. A green arrow points to the "Sign in" button. Below the "Sign in" button is a "Sign in with UAE PASS" option. At the bottom right of the panel is a "Create account" link. The footer of the page contains the text "Sharjah Private Education Authority ©2024 All rights reserved" and the version number "V.2.9.40".

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

Not syncing UAE PASS

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

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

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 9:18 AM 01/05/2024

Step 3 – Select the same on your device to move forward

Microsoft Edge  
Would you like to set Microsoft Edge as your default browser? Set as default Not Now

UAE PASS

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

Not syncing

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.

daleel.spea.shj.ae/dashboard

Log In :: 41 Books to Motivat... 10 Powerful Habits... Intentional Reading... Best PDF to JPG Co... Ambassador - One... Copy a Folder in Go... All Bookmarks

لوحة التحكم  
الصفحة الرئيسية / لوحة التحكم

العربية  
English

إضافة ابن جديد

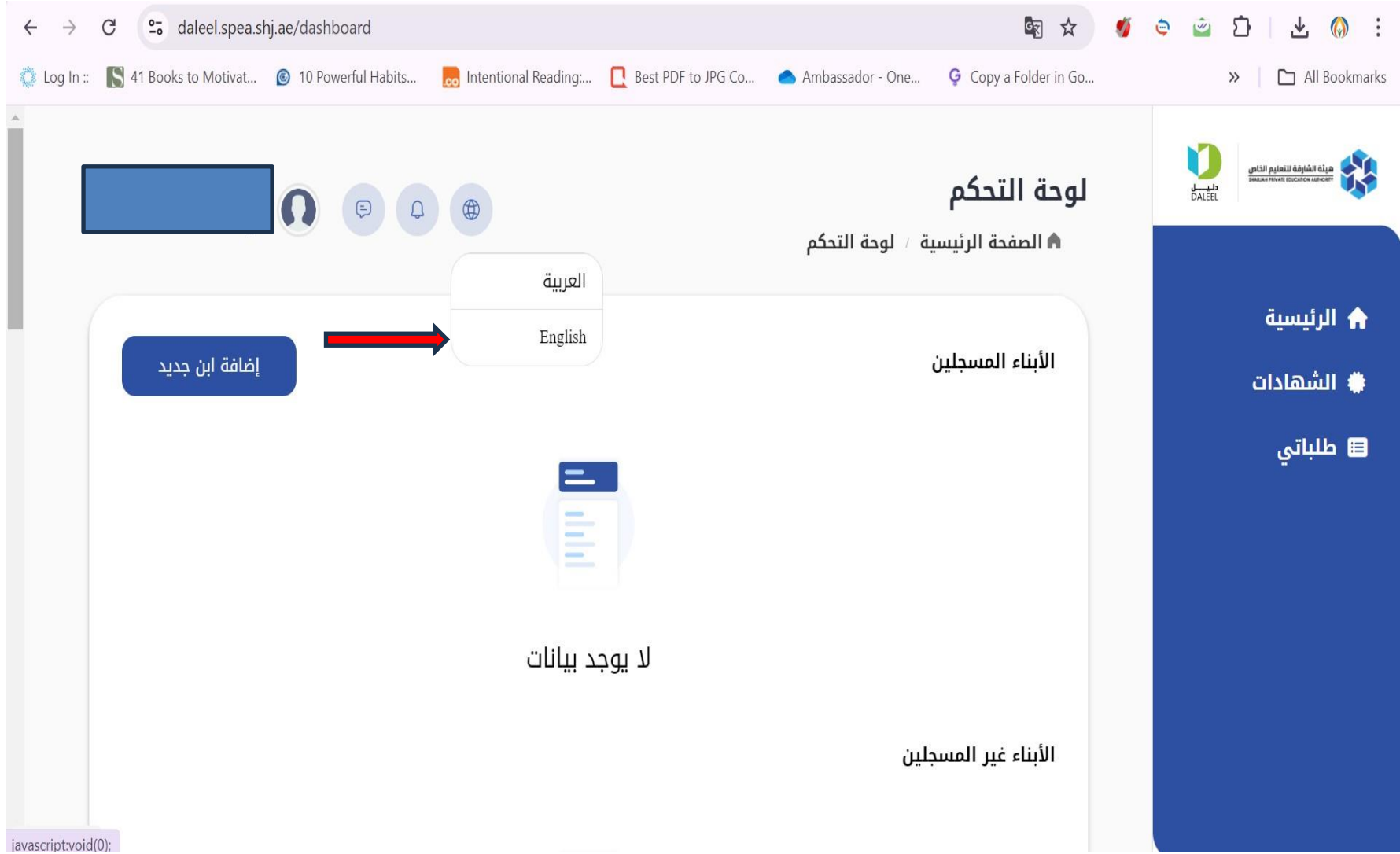
الأبناء المسجلين

لا يوجد بيانات

الأبناء غير المسجلين

الرئيسية  
الشهادات  
طلباتي

javascript:void(0);



Step 5 – Click on the student name

هيئة الشارقة للتعليم الخاص SHARJAH PRIVATE EDUCATION AUTHORITY

دليل DALEEL

Home page My requests

2

URY

Child Details X

**Withdrawn children**

Click on the student name

11 Year

Relative relation father

Re-registration

V.2.5.4

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 repeate 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

The screenshot shows a web application interface for the Sharjah Private Education Authority (SPEA) and Daleel. The header includes the SPEA logo, the Daleel logo, and navigation links for 'Home page' and 'My requests'. A notification bell icon with a '2' badge is visible. The user's profile picture is shown in a blue box. Below the header, there are two 'Child Details' tabs. The main content area is titled 'Certificates' and has a breadcrumb 'Home page > Certificates'. A card titled 'Issue new certificate' contains a 'Type of certificate' dropdown menu. The dropdown is open, showing 'Choose certificate' with a blue arrow pointing to it. A vertical sidebar on the right contains a search bar and a list of items, including 'quest' and 'l info'.

## Step 7 b Select transfer certificate

DALEEL

Child Details X

### Certificates

Home Continuing Education

Transfer



Good Behavior

Choose certificate



### Certificate list

Step 8 – Click on the 'Save' button

Child Details X

## Certificates

Home page > Certificates

### Issue new certificate

Type of certificate

Transfer

Transfer

Certificate fee 15 Dirham

Save

Note : "شهادات الانسحاب (الانتقال) لا يمكن طلبها الا من قبل الأشخاص المنسحبين من قبل"

## Step 9a – Complete the payment process



هيئة الشارقة للتعليم الخاص  
SHARJAH PRIVATE EDUCATION AUTHORITY

Home page My requests



Certificates X

### Certificates

Home page > Certificates

#### Issue new certificate

Type of certificate

Transfer



School year

2024-2025



Transfer

Certificate fee 15 Dirham

[Add required information](#)

Note : "شهادات الانسحاب (الانتقال) لا يمكن طلبها الا من قبل الأشخاص المنسحبين من قبل"

## Step 9b – Complete the payment process

هيئة الشارقة للتعليم الخاص  
SHARJAH PRIVATE EDUCATION AUTHORITY

دليل  
DALEEL

Home page My requests




2

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 | Referance Number                                                                      | Certificate status                 |
|--------------------------|----------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------------------------------------------------|----------------|---------------------------------------------------------------------------------------|------------------------------------|
| <input type="checkbox"/> |  Transfer certificate | 15 Dirham       |  | --             |  | Pending For Payment <span>×</span> |

Step 10 – Download the certificate

Home page My requests

هئية الشارقة للتعليم الخاص SHARJAH PRIVATE EDUCATION AUTHORITY





دليل DALEEL

KOUSHIK CHOUDHURY BABLU CHOUDHURY

Child Details X Certificates X

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   | Referance Number                                                                     | Certificate status |                                                                                                               |
|--------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------|------------------|--------------------------------------------------------------------------------------|--------------------|---------------------------------------------------------------------------------------------------------------|
|  Transfer certificate | 15 Dirham       |  | 11 December 2023 |  | <span>Paid</span>  | <a href="#">View</a><br> |