



# SHARJAH INDIAN SCHOOL – Boys Branch, Juwaiza

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## OUR VISION

Educate Enlighten Empower

Circular No. SIS Juwaiza/194/2024-2025

20/03/2025

Dear Parent

Sir/|Madam

### Sub: Procedures for Transfer Certificate application in the SPEA Daleel portal

Please note that parents who are planning to apply for Transfer Certificate (TC) for their wards are required to collect the TC Application Form from the Front office and submit the same after clearing the fee for the academic year. However, the TC application can be processed only through the Daleel portal of Sharjah Private Education Authority (SPEA). The online procedures for completing the TC application in the Daleel portal have been attached here for your kind reference. Kindly follow the steps to process the TC of your ward.

With every good wish

*Muhammad Ameen*  
20.03.2025

MOHAMMED AMEEN  
PRINCIPAL



# 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

The screenshot shows the UAE PASS login interface within a Microsoft Edge browser window. The browser's address bar displays the URL: [https://ids.uaepass.ae/authenticationendpoint/login.do?acr\\_values=urn%3AAsafelayer%3Atws%3Apolices%3Aauthentication...](https://ids.uaepass.ae/authenticationendpoint/login.do?acr_values=urn%3AAsafelayer%3Atws%3Apolices%3Aauthentication...). A notification from Microsoft Edge asks, "Would you like to set Microsoft Edge as your default browser?" with "Set as default" and "Not Now" buttons.

The main content area of the page is titled "Login to UAE PASS" and features a fingerprint icon. Below the title is a text input field with the placeholder text "Emirates ID, email, or phone eg. 971500000000". A checked checkbox labeled "Remember me" is positioned below the input field. A large, dark blue "Login" button is centered below the checkbox. At the bottom of the page, there are two links: "Don't have UAEPASS account? [Create new account](#)" and "[Recover your account](#)". A navigation bar at the very bottom contains links for "Home", "About", "Support", "FAQ", "Kiosk Locations", and "Service Provider".

The Windows taskbar at the bottom of the screen shows the system tray with the date and time "9:18 AM 01/05/2024", the language "ENG US", and the weather "32°C Sunny". The taskbar also includes icons for the Start menu, Search, and various applications like Microsoft Edge, Google Chrome, and File Explorer.

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

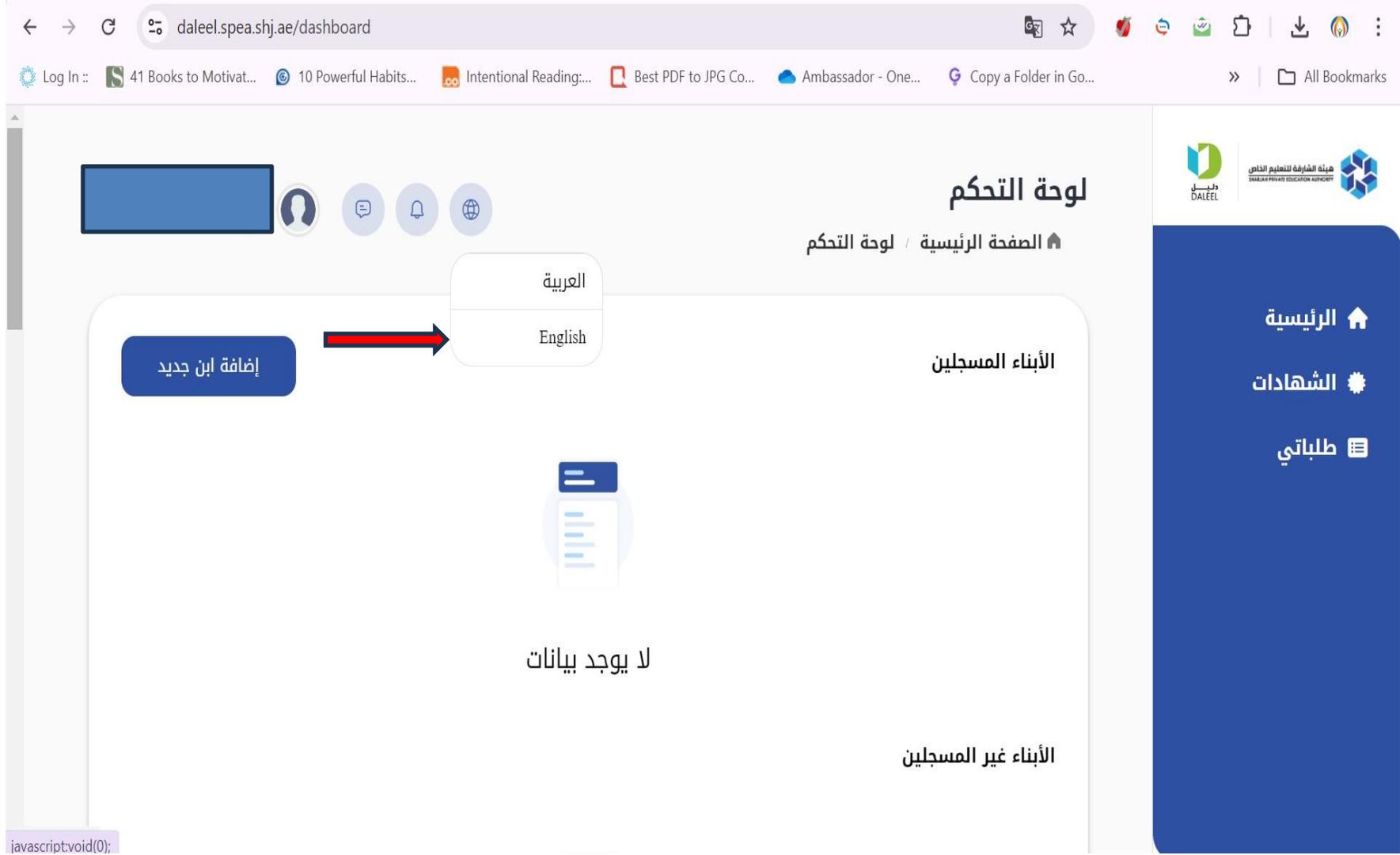
الأبناء المسجلين

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' indicates two notifications. A user profile picture is visible in the top right corner. Below the header, there are two 'Child Details' tabs. The main content area is titled 'Certificates' and includes a breadcrumb trail 'Home page > Certificates'. A card titled 'Issue new certificate' contains a 'Type of certificate' label and a dropdown menu with the text 'Choose certificate' and a downward arrow. A blue arrow points to the dropdown menu. On the right side, a vertical sidebar 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



Home page My requests



Certificates X

### Certificates

Home page > Certificates

Issue new certificate

Type of certificate

School year

Transfer

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

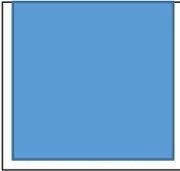
2

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

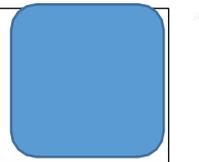
 KOUSHIK CHOUDHURY BABLU CHOUDHURY 

 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	View
	Transfer certificate	15 Dirham		11 December 2023		Paid	