



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](#)

V.2.9.40

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• 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



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%3Aauthenticatio...

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.



Browser address bar: daleel.spea.shj.ae/dashboard

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

Navigation icons: Home, Messages, Notifications, Global

لوحة التحكم

الصفحة الرئيسية / لوحة التحكم

العربية

English

إضافة ابن جديد

الأبناء المسجلين

لا يوجد بيانات

الأبناء غير المسجلين

الرئيسية

الشهادات

طلباتي

DALEEL

هيئة الشارقة للتعليم الخاص
SHARJAH PRIVATE EDUCATION AGENCY

javascript:void(0);

Step 5 - Click on the student's name



Dashboard

Home / Dashboard



- Home Main
- Certificates
- My requests

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



Home page My requests



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.

The screenshot shows a web dashboard interface. On the left is a dark blue sidebar menu with three items: 'Main' (with a home icon), 'Certificates' (with a gear icon and highlighted by an orange oval), and 'My requests' (with a list icon). The main content area is titled 'Dashboard' and includes a breadcrumb 'Home / Dashboard'. In the top right corner, there are icons for a globe, a notification bell with a red '2', and a chat bubble, followed by a blue profile bar. The main content area is divided into two sections: 'Registered Sons' and 'Not Registered Sons'. The 'Registered Sons' section features an 'Add New Child' button and two large, empty light gray boxes, each containing a large blue circle. The 'Not Registered Sons' section is currently empty.



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

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دليل DALEEL

Home page My requests

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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



Home page My requests

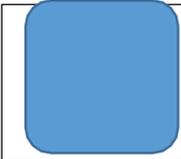


Child Details X | Certificates X

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	Reference Number	Certificate status
	Transfer certificate	15 Dirham		11 December 2023		Paid

[View](#)

