

## **VALID DOCUMENTS TO BE SUBMITTED AT THE TIME OF ADMISSION**

- ✓ Copy of the **Student PASSPORT** with stamped **VISA** page.
- ✓ Copy of Student's **EMIRATES ID**.
- ✓ Copy of the **BIRTH CERTIFICATE**.
- ✓ Copy of the **VACCINATION CARD/ Fitness Certificate**.
- ✓ Copy of the **Sponsor's PASSPORT** with stamped **VISA** page.
- ✓ Copy of Sponsor's **EMIRATES ID**.
- ✓ **4** passport size **PHOTOGRAPHS**.

### **If Studied Within UAE**

- ✓ **Health File** from the previous school.
- ✓ Original **MARK SHEET**.
- ✓ Original **TRANSFER CERTIFICATE** with Ministry Attestation.
- ✓ External Benchmark Exam Reports (**CAT 4, ASSET**).

### **If Studied Outside UAE**

- ✓ Original **MARK SHEET**.
- ✓ Original **TRANSFER CERTIFICATE** with **Ministry of Foreign Affairs (MOFA)** Attestation.
- ✓ **Equivalency** (If required by the Ministry).

### **MOFA Attestation Procedure**

- ✓ TC must be in English Language.
- ✓ The TC must be countersigned by the District Education Officer (for State / Matriculation Schools) / Zonal or Regional Officer (for CBSE/ICSE schools).
- ✓ Embassy or Consulate in UAE of the country where TC was issued.
- ✓ UAE Foreign Affairs (MOFA).

### **Please Note:**

- ✓ Original **PASSPORT, EID, BIRTH CERTIFICATE and REPORT CARD** to be presented at the time of admission
- ✓ The documents will be forwarded to the Ministry of Education for their verification and approval.
- ✓ If the parent fails to submit the required documents on time as per his/her undertaking, the Admission will be cancelled. The school will not be responsible if the admission is not approved by the Ministry Of Education due to non-submission of incomplete documents. The child will not be treated as a bonafide student.