

Documents required to open a new file

- 1- (2) Photos (Passport size).
- 2- a clear copy of the civil registry for Saudis and a clear copy of the iqama for non-Saudis.
- 3- a clear copy of the updated passport comprising of the following:
 - * Page of the passport with the expiration date.
 - * Page which proves the date of the arrival of new comers from outside the Kingdom.
- 4- a clear copy of the birth certificate.
- 5- a copy of the vaccination card and a medical report (for Kindergarten stages and G1 only).
- 6- duly completed T.I.S admission form (You can request for the form at the Registration Department or download it from the school's website).
- 7- In case of registration before the end of the academic year, kindly provide us with first semester report card before the entrance exam, then, bring all the original report cards at the beginning of the new academic year as shown below.
- 8- In case of registration at the beginning of the new academic year, kindly provide us with the original academic certificates of the previous academic years as follows:

*** Students from inside Jeddah:**

Grades (2-5): academic certificates of two previous years

Grades (6-12): all academic certificates.

*** Students from inside the Kingdom:**

Grades (2-5): academic certificates of two previous years

Grades (6-12): all academic certificates

* Note: It is a necessity to ratify the certificate of the school last attended with the leaving certificate from the Ministry of Education from the city where the school has granted certification is located.

*** Students from outside the kingdom:**

The original certificates of two consecutive previous academic years for all the stages (except G2 for which only G1 certificate is sufficient) including the marks of the Arabic and foreign subjects and to be documented as follows:

*Certificates of students from Arab and East Asian countries should be documented from the Ministry of Education (at the country source of the certificate), the Foreign Ministry and the Saudi Embassy.

*Certificates of students from other foreign countries should be ratified only from the Saudi Embassy.

9- After being accepted, the form given by the school along with the student's certificates from the previous school, should duly attested by the Ministry of Education in Jeddah.