

Documents required to open a new file

- 1- Two photos (Passport size).
 - 2- A clear copy of the Birth Certificate.
 - 3- A clear Copy of the parent's civil registry for Saudi students, and a clear copy of the Iqama from the student's data page in Absher System for the non- Saudi students.
 - 4- A clear ID copy for the Saudi parents', and Iqama copy for the non-Saudi parents.
 - 5- A clear copy of the updated passport including the following:
 - The Page that shows the passport expiration date.
 - The Page that shows the arrival date of newcomers from outside the kingdom.
 - 6- A copy of the vaccination card and a medical report (for kindergarten stages and Grade 1 only).
 - 7- Complete the schools' admission form (you can request the form from the Registration Office or download it from the Schools' Website).
 - 8- The National address.
 - 9- In case of registration before the end of the academic year, kindly provide us with the 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.
 - 10- Financial Clearance.
 - 11- In case of registration at the beginning of the new academic year, kindly provide us with the original academic certificates of the previous academic year as follows:
 - **Students from inside Jeddah:**
For Grade 2: Grade one certificate and a certificate of good conduct.
From Grade 3 to Grade 12: 2 academic certificates for the previous years and a certificate of good conduct.
 - **Students from inside the Kingdom:**
For Grade 2: Grade one certificate and a certificate of good conduct.
From Grade 3 to Grade 12: 2 academic certificates for the previous years and a certificate of good conduct.
- Note:** It is necessary to authenticate the last school certificates and the academic sequence from the Ministry of Education, from the city where schools that have granted certificates are located.
- **Students from outside the Kingdom:**
The original certificates of two consecutive previous academic years for all the stages. (Except grade 2 for which only grade 1 certificate is sufficient) included the marks of the Arabic and Foreign Subjects and to be documented as follows:
 - Certificates of students from Arab and 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 foreign countries should be authenticated only from the Saudi embassy.

After being accepted, the form given by the schools along with the student's certificates from the previous schools should be duly attested