



APPLICATION CHECKLIST

- Complete an online registration form at
<https://www.gemsinternationalschool-alkhail.com/admissions/enrol-online/>
- Submit the following documents along with the Application fee of AED 525 (inclusive of VAT):
 - **1 Passport size picture** – (applicant, father and mother) Please print the student's name clearly at the back of each picture
 - **Copy of Recent School Reports** (previous 2 years) - ***REPORTS MUST BE IN ENGLISH***
Nursery report required for PK to KG2
 - **Copy of Child's Birth Certificate** (must be in English)
 - **Copy of Child's Vaccination record** (must be a color copy)
 - **Copy of Passport** (Applicant, Father, Mother)
 - **Copy of U.A.E. Residence Visa** (Applicant, Father, Mother)
 - **Copy of Emirates ID** (Applicant, Father, Mother)
 - **Completed Confidential Recommendation form** (downloadable from the school website; to be completed by current school)
 - **Transfer Certificate** (Please note: The Transfer Certificate is required at the time of joining the school and is a mandatory document as per the requirements of the KHDA. Please refer to our TC Guidelines for further information.)

Application documents can be submitted in hard copy form, via email or attached with the online registration form.

- Upon receiving your application and the above documents, our team will assist you with the assessment formalities, as required
- Should the application be successful, an offer letter will be issued and a Registration deposit of 10% of the total tuition fee (non-refundable, adjustable to tuition fees) is payable within 3 days to secure your child's seat

Our Admissions team would be delighted to assist you with the next steps.
Please contact us on 04 3996200 for any queries or send an email to:

Nikita Kaikobad
Registrar
registrar_gis@gemsedu.com

Annalize Burke
Admissions Secretary
admissions_gis@gemsedu.com



TRANSFER CERTIFICATE GUIDELINES

In order for us to comply with the UAE Educational Authorities regulations and for us to register your child with the KHDA, it is imperative that a Transfer Certificate (TC) from your child's previous school is submitted at the time of joining our school.

Please note:

- For students joining PK to Grade 1 at the start of the academic year, a TC is not mandatory. However, a TC is required if they are joining us in the second term
- For students joining Grade 2 to Grade 12, a TC is mandatory

Requirements:

- The TC must be on the official School Letterhead
- It needs to be completed on pupil's last day of attendance
- It must be typed, signed by the Principal and show an official school stamp
- The original certificate **must** be presented on the first day of school to the Admissions Office

Sample of Details required:

- Full Name of Child:
- Date of Birth:
- Date of Enrolment at your child's previous school:
- Grade to which he/she was admitted:
- Present Grade or Grade Completed:
- Grade promoted to:
- Date the child left the school:
- Previous School Curriculum:
- School Stamp and Signature:

Attestations Required:

- Children coming from countries **other than** USA, Australia, Canada, Western Europe, New Zealand and Japan should have the **original** TC attested by:
 - Education Authority of the origin (from country of TC origin)
 - Ministry of Foreign Affairs (from country of TC origin)
 - UAE Embassy (from country of TC origin)
- Children coming from GCC (Saudi Arabia, Kuwait, Bahrain, Qatar & Oman) must have their **original** TC attested **only** by the Education Authority of the origin (from country of TC origin)
- Children transferring within UAE emirates and Dubai must have their original TC attested only by the Education Authority of the origin