

ADMISSIONS APPLICATION PROCEDURE

The UAE Ministry of Education require **ALL** of the following documentation to be provided to the school **BEFORE ENTRY**. With the exception of the Emirates ID, please **SCAN AND EMAIL** the following documents to registrar@ris.ae.

Please ensure that you submit the documents in SOFT (electronic) format only (please do not bring hard copies to the office).

Students Transferring from **WITHIN ABU DHABI**

Presentation to the school Arabic Administrator of student & both parents' Emirates ID (Physical presentation of ID card NOT paper copy)	
Copy of the most recent school report	
Copy of the applicant's passport (main information page only)	
Copy of Family Book (Emirati students only)	
GPS Coordinates of home address or household electricity bill (if there has been a recent change to your home address)	
Completed Medical Form (provided by school)	
A copy of the student's vaccination record	
A copy of the student's health insurance card	

Students Transferring from **OVERSEAS OR FROM ANOTHER EMIRATE**

One student photograph (passport size)	
Presentation & SCAN through the Ministry of Education scanning system of Emirates ID card for student and both parents. If you have recently arrived in country, a copy of the EMIRATES ID APPLICATION will be valid for entry to school for a period of 30 days after which time the Emirates ID cards should be presented.	
Attested transfer certificate (see note below on attestation & applicable countries) <u>Note for students entering GRADE 8 to 12, all transfer certificates should be attested</u>	
Copy of the most recent school report which should be officially translated into English	
Copy of the applicant's passport (main information page only)	
Copy of Family Book (Emirati students only)	
GPS coordinates of your home address or copy of electricity bill	
Completed Medical Form	
A copy of the student's vaccination record	
A copy of the student's health insurance card	

ATTESTATION NOTES

SCHOOL TRANSFER CERTIFICATES WILL REQUIRE TO BE ATTESTED AS FOLLOWS:

Students coming from GCC countries (KSA, QATAR, BAHRAIN, OMAN & KUWAIT)

- **School Transfer Certificate** to be attested by the **MINISTRY OF EDUCATION**

Students coming from **NON GCC** countries with the exception of USA, Canada, Western Europe (see note below) and Australia

- **School Transfer Certificate (English Language)** to be attested by the **MINISTRY OF FOREIGN AFFAIRS** and the **UAE EMBASSY** (located in the country you are departing from).

Note: Countries in **Western Europe** with an exemption are United Kingdom, Ireland, Germany, Spain, Portugal, Luxembourg, Belgium, Poland, Netherlands, Greece, Austria, Italy, Switzerland, Finland, Denmark, Norway, Sweden and Iceland.