



LISTS OF MANDATORY DOCUMENTS TO BE PROVIDED FOR ADEK (UAE Ministry of Education) NEW STUDENT'S OFFICIAL ENROLLEMENT

We invite you to consult the list of the mandatory documents to obtain from your current country and to prepare the requested in order to upload them online on ADEK/ Ministry of Education platform (an e-mail will be sent to you later once you and your child/children have received the UAE Emirates Identity Cards to explain to you to steps to follow in order to officially enroll your child with the UAE local authorities).

We thank you for referring to the country where your child was studying in order to know which list of documents to be taken into consideration. The requested documents change depending on the country where your child was studying.

	Country where the child was studying
1	Country of the European union, USA, Canada, Australia
2	Gulf Countries: KSA, Koweit, Oman, Qatar, Bahrein
3	Other Countries: Lebanon, Morroco, Algeria, Syria, India, Mali, Philippines, etc
4	Between Abu Dhabi - Al Ain schools
5	Other Emirates



1- Students coming from Country of the European Union, USA, Canada, Australia

Identity

- **Emirates ID of the child starting TPS (Pre-KG 2-3):** for official registration with the UAE authorities.
Or the EID Registration form if the document is under process.
- **Emirates IDs of both parents:** for official registration with the UAE authorities.
- **An official court order** from the (Abu Dhabi Judicial Department) **in case of delay** in issuing the UAE Emirates ID of the student.
- **Diplomatic card** for diplomats.
- Divorce Act for separated parents.
- Proof of residence in UAE (rental contract, water, electricity).

Schooling

*** For students arriving at the beginning of the school year:**

- School Leaving Certificate **OR** School Certificate (starting CE1/ G2 class) **mentioning the class promotion for the next year as well as the new class's nomination,** signed and stamped.

This document must be translated into Arabic **only in UAE in an accredited translation office** (if the document is not in English or Arabic).

- Marks report card from the previous year starting MS / KG1 **mentioning the class promotion for the next year as well as the new class's nomination.**

Kindly note that if any of the 2 above mandatory documents do not show the promotion to the next level and the nomination of the new class as well, both documents will not be taken into consideration neither by the UAE Ministry of Education / ADEK, nor



by the school. The child's file as well as his/her enrollment will be put on hold and the school's access of any new enrolled child will not be possible until the presentation of the correct documents as explained above.

*** For students arriving during the school year:**

- Current year School Leaving Certificate **OR** School Certificate starting the KG1. **To be only translated** in an accredited translation office only in UAE (if the document is not in English or Arabic).
- Marks report card starting **MS / KG1** class of the 1st & / or the 2nd trimester.

You must finalize the procedure to obtain the Emirates Identity Card (ID) as soon as possible. The registration of your child at the school will be final only when this document is with you. Any delay related the UAE ID card possession will result in penalties from ADEK (Ministry of Education) which will be borne by the families.

2- Students arriving from Gulf Countries: KSA, Koweit, Oman, Qatar, Bahrein

Identity

- **Emirates ID of the child starting TPS (Pre-KG 2-3):** for official registration with the UAE authorities.
Or the EID Registration form if the document is under process.
- **Emirates IDs of both parents:** for official registration with the UAE authorities.
- **An official court order** from the (Abu Dhabi Judicial Department) **in case of delay** in issuing the UAE Emirates ID of the student.
- **Diplomatic card** for diplomats.
- Divorce Act for separated parents.
- Proof of residence in UAE (rental contract, water, electricity)

Schooling

* For students arriving at the beginning of the school year:

- School Leaving Certificate or School Certificate (starting CE1/ G2 class) signed and stamped and mentioning the class promotion for the next year as well as the new class's nomination.

This official document needs to be issued only in Arabic.

To be authenticated by the Ministry of Education where the student has been studying.

- Marks report cards from the previous year starting MS / KG1 mentioning the class promotion for the next year as well as the new class's nomination.

Kindly note that if any of the 2 above mandatory documents do not show the promotion to the next level and the nomination of the new class as well and the stamp of the Ministry of Education where the child was last studying, both documents will not be taken into consideration neither by the UAE Ministry of Education / ADEK, nor by the school. The child's file as well as his/her enrollment will be put on hold and the school's access of any new enrolled child will not be possible until the presentation of the correct documents as explained above.

* For students arriving during the school year:

Current year School Leaving Certificate or School Certificate for students arriving during the school year, starting KG1. This official document needs to be only issued in Arabic.

To be authenticated by the Ministry of Education where the student has been studying.

- Marks report card starting MS / KG1 class of the 1st & / or the 2nd trimester.

Kindly note that if the Arabic School Certificate does not show the stamp of the Ministry of Education where the child was last studying, the document will not be taken into consideration neither by the UAE Ministry of Education / ADEK, nor by the school. The child's file as well as his/her enrollment will be put on hold and the school's access of any new enrolled child will not be possible until the presentation of the correct document as explained above.



You must finalize the procedure to obtain the Emirates Identity Card (ID) as soon as possible. The registration of your child at the school will be final only when this document is with you. Any delay related the UAE ID card possession will result in penalties from ADEK (Ministry of Education) which will be borne by the families.

3- Other Countries: Lebanon, Morocco, Egypt, Algeria, Syria, India, Mali, Philippines, etc.

Identity

- **Emirates ID of the child starting TPS (Pre-KG 2-3):** for official registration with the UAE authorities.
Or the EID Registration form if the document is under process.
- **Emirates IDs of both parents:** for official registration with the UAE authorities.
- **An official court order** from the (Abu Dhabi Judicial Department) in case of delay in issuing the UAE Emirates ID of the student.
- **Diplomatic card** for diplomats.
- Divorce Act for separated parents.
- Proof of residence in UAE (rental contract, water, electricity).

Schooling

* **For students arriving at the beginning of the school year:**

- School Leaving Certificate **OR** School Certificate (starting CE1/ G2 class) signed and **stamped and mentioning the class promotion for the next year as well as the new class's nomination.**



To be mandatory authenticated by:

- The Ministry of Education where the child was studying.
- The Ministry of Foreign Affairs where the child was studying.
- The UAE Embassy where the student was studying.

If there is no UAE Embassy in the current country, this last authentication must be done at the Ministry of Foreign Affairs in Abu Dhabi.

Finally, this certificate will have **to be translated into Arabic only in UAE in an accredited office** (if it is not already established in English or Arabic).

- Marks report card from the previous year starting MS / KG1 **mentioning the class promotion for the next year as well as the class's nomination.**

Kindly note that if any of the 2 above mandatory documents do not show the promotion to the next level and the nomination of the new class as well and the 3 mandatory required stamps on the school certificate, both documents will not be taken into consideration neither by the UAE Ministry of Education / ADEK, nor by the school. The child's file as well as his/her enrollment will be put on hold and the school's access of any new enrolled child will not be possible until the presentation of the correct documents as explained above.

*** For students arriving during the school year:**

- Current year School Leaving Certificate **or** School Certificate for students arriving during the school year, starting the KG1 class. This certificate **must be translated** into Arabic only in **UAE in an accredited office** (if it is not already established in English or Arabic).

To be mandatory authenticated by:

- The Ministry of Education where the child was studying.
- The Ministry of Foreign Affairs where the child was studying.
- The UAE Embassy where the student was studying.

- Marks report cards starting MS / KG1 class of the 1st & / or the 2nd trimester.

Kindly note that if the school certificate does not show the 3 mandatory required stamps on the school certificate, this document will not be taken into consideration neither by the UAE Ministry of Education / ADEK, nor by the school. The child's file as well as his/her enrollment will be put on hold and the school's access of any new



enrolled child will not be possible until the presentation of the correct document as explained above.

You must finalize the procedure to obtain the Emirates Identity Card (ID) as soon as possible. The registration of your child at the school will be final only when this document is with you. Any delay related the UAE ID card possession will result in penalties from ADEK (Ministry of Education) which will be borne by the families.

4- Between Abu Dhabi - Al Ain schools

Identity

- **Emirates ID of the child starting TPS (Pre-KG 2-3):** for official registration with the UAE authorities.
Or the EID Registration form if the document is under process
- **Emirates IDs of both parents:** for official registration with the UAE authorities.
- **An official court order** from the (Abu Dhabi Judicial Department) **in case of delay** in issuing the UAE Emirates ID of the student.
- **Diplomatic card** for diplomats.
- Divorce Act for separated parents.
- Proof of residence in UAE (rental contract, water, electricity).

Schooling

*** For students arriving at the beginning of the school year:**

- School Leaving Certificate.
- Marks report cards from the previous year starting MS / KG1 **mentioning the class promotion for the next year and the new class's nomination.**
- ESIS Report Card (Please ask the previous school for it).



- **Ask your child's current school to do the online transfer of your child's file towards our school through ESIS (ADEK) system.
Our ESIS school number is: 9325**

*** For students arriving during the school year:**

- School Leaving Certificate.
- Marks report cards starting MS / KG1 class of the 1st & / or the 2nd trimester.
- **Ask your child's current school to do the online transfer of your child's file towards our school through ESIS (ADEK) system.
Our ESIS school number is: 9325**

*Please note that transfers between schools in Abu Dhabi will stop after the 1st trimester. Decision of transfer will be to ADEK.

You must finalize the procedure to obtain the Emirates Identity Card (ID) as soon as possible. The registration of your child at the school will be final only when this document is with you. Any delay related the UAE ID card possession will result in penalties from ADEK (Ministry of Education) which will be borne by the families.



5- Other Emirates

Identity

- **Emirates ID of the child starting TPS (Pre-KG 2-3):** for official registration with the UAE authorities.
Or the EID Registration form if the document is under process.
- **Emirates IDs of both parents:** for official registration with the UAE authorities.
- **An official court order** from the (Abu Dhabi Judicial Department) **in case of delay** in issuing the UAE Emirates ID of the student.
- **Diplomatic card** for diplomats.
- Divorce Act for separated parents.
- Proof of residence in UAE (rental contract, water, electricity).

Schooling

* **For students arriving at the beginning of the school year:**

- School Leaving Certificate.
- An Official Arabic School Transfer Certificate **to be provided by the school where the child has been studying.**
To be authenticated by the Ministry of Education where the child has been studying.
- Marks report cards from the previous year starting MS / KG1 **mentioning the class promotion for the next year as well as the new class's nomination.**
- Official Report Card starting CE1 (G2).



* **For students arriving during the school year:**

- School leaving certificate.
- An Official Arabic School Transfer Certificate **for the current year for students arriving during the school year starting KG1.**

To be authenticated by the Ministry of Education where the child has been studying.

- Marks report cards class of the 1st & / or the 2nd trimester.

You must finalize the procedure to obtain the Emirates Identity Card (ID) as soon as possible. The registration of your child at the school will be final only when this document is with you. Any delay related the UAE ID card possession will result in penalties from ADEK (Ministry of Education) which will be borne by the families.