

Admission Guidelines – important notes

KHDA/The Ministry of Education in the United Arab Emirates requires the following documentation for children coming from schools in other countries as outlined below:

Please refer to the guidelines that are applicable to the country you are coming from.

All relevant documentation is required by JESS prior to your child commencing school.

CHILDREN COMING FROM SCHOOLS IN ASIAN, AFRICAN, GCC OR OTHER ARAB COUNTRIES

- End of previous academic year reports stating clearly the child's name, class/year and end of academic year date.
- If commencing after 1st January an interim report is also required.
- A legible and valid passport copy.
- A legible and valid residence visa, passport number on visa must match the number on the passport that you have submitted.
- A legible birth certificate copy.
- 1 x passport sized colour photographs.

For children entering year 2 and above in September and year 1 from the 1st January in an academic year

- An original transfer certificate worded as per the specimen attached, this must be on official school headed notepaper and endorsed with the school stamp.
 - **Transfer Certificates must be endorsed before leaving the school/country you are coming from by**
 1. The Ministry of Education in the country you are leaving
 2. The Ministry of Foreign Affairs in the country you are leaving
 3. The Consulate/Embassy of UAE in the country you are leaving

CHILDREN COMING FROM SCHOOLS IN EUROPE, AUSTRALIA, USA AND OTHER NON ARAB COUNTRIES

- End of previous year reports stating clearly the child's name, class/year and end of academic year date.
- If commencing after 1st January an interim report is also required.
- A legible and valid passport copy.
- A legible and valid residence visa, the passport number on visa must match the number on the passport that you have submitted.
- A legible birth certificate copy.
- 1 x passport sized colour photographs.
- An original transfer certificate worded as per the specimen attached, this must be on official school headed notepaper and endorsed with the school stamp.
 - **Transfer Certificates require NO official authentications**

For children coming from Scottish National Curriculum or from Private Schools

All the above documents plus transfer certificate must indicate the national curriculum for England and Wales equivalent e.g.: Primary 4 or P4 Scottish National Curriculum is equivalent to Year 3 England and Wales National Curriculum.

CHILDREN COMING FROM SCHOOLS - WITHIN THE UAE (IN OTHER EMIRATES OUTSIDE OF DUBAI)

- A legible and valid passport copy and residency visa.
- A legible birth certificate copy.
- An original transfer certificate will be issued by the current school it must be endorsed by The Ministry of Education in the Emirate you are leaving. Your current school may arrange this for you.

CHILDREN COMING FROM SCHOOLS WITHIN DUBAI

- A legible and valid passport copy and residency visa.
- A legible birth certificate copy.
- Original Transfer Certificate issued by the school you are leaving. Jumeirah English Speaking School Administration will endorse it from KHDA (Authority of Education in Dubai). However, KHDA imposes a Dhs.15 fee for this endorsement which will be included in your school fees invoice.

(Foundation 1 and Foundation 2 starting in September up to 15th November do not require Transfer certificates if attending a nursery. Children attending school and registered with KHDA would require a transfer certificate).

After 15th November Foundation 1 and Foundation 2 admissions are subject to KHDA approval.

SPECIMEN TRANSFER CERTIFICATE

PLEASE HAVE THE FOLLOWING TYPED ON SCHOOL LETTERHEADED PAPER, SHOWING THE FULL NAME AND ADDRESS, INCLUDING COUNTRY AND TELEPHONE NUMBER OF THE SCHOOL

TO WHOM IT MAY CONCERN

Child's Name	<i>As in the passport</i>
Date of Birth	<i>DD/MM/YYYY</i>
Nationality	
Start Date and Year Group at admission	<i>Please detail the date the child commenced at your school and the year group they attended on admission</i>
Curriculum Offered *	<i>Please detail the curriculum that is offered by the school the child is leaving</i>
Year Group currently studying in	<i>Please detail the current year group if child is leaving during the academic year if not leave blank.</i>
Last year Group Completed	<i>Please detail if the child is leaving at the end of the academic year Do not fill if the child is leaving during the academic year.</i>
Promoted To	<i>(If leaving at the end of Academic Year, Please detail the academic year they were to be promoted to for the following academic year). If not leave blank.</i>
Date of Leaving	<i>Please detail the last date the child attended the school</i>
Reason for leaving	<i>Please detail the reason the child is leaving the school</i>
Signature of Head Teacher _____	Date _____

***** endorsed with school stamp *****

N.B. IF COMING FROM SCHOOLS IN ASIAN, AFRICAN, GCC OR OTHER ARAB COUNTRIES

*****Endorsed as well by*****

The Ministry of Education in the country you are leaving
The Ministry of Foreign Affairs in the country you are leaving
The Consulate/Embassy of UAE in the country you are leaving

* For the [Scottish National Curriculum](#) and [Private](#) Schools please indicate the equivalent year for the England and Wales National Curriculum.