



Supporting Documentation & Attestation Requirements

The Abu Dhabi Department of Education & Knowledge (ADEK) requires ALL of the following documentation to be supplied prior to your child starting school in Abu Dhabi. **These are a legal requirement.**

Failure to provide the correct documents could result in problems with your child's continuing education in Abu Dhabi. **If you have trouble providing any of these documents you must contact us without delay.**

If you do not have your UAE Residence Visa and Emirates ID card at the time of starting in the school, please note, visa and Emirates ID registration must be completed within 30 days of your child starting at the school.

Documents Required

1. *Students' and BOTH Parents' Original Emirates ID (EID) Cards:*

- Emirates ID Registration complete?** Please bring your EID cards immediately to the Admissions Office.
- Emirates ID Registration in progress?** Please supply copies of the EID Registration Forms followed by the EID cards immediately after receipt.

2. *Student Transfer Information:*

- Within Abu Dhabi transfers:** please provide your current school with our ESIS number.
 - For students joining in FS2-Year 11, ESIS no. 9190
 - For students joining in Year 12 (IB), ESIS no. 7190
- Outside Abu Dhabi transfers (but within the UAE):** please provide the original copy of the Student Leaving Certificate that is issued by the current school.
 - It must be stamped by the applicable Education Council from that Emirate eg: KHDA in Dubai.
- Transferring to us from Overseas:** please ask your current school to complete the Transfer Letter Template provided, ensuring they adhere to the instructions on the form. This is required for Foundation Stage 2 students and above. **Only original transfer letters will be accepted.**
 - The letter must be signed and stamped by the current school.
 - It must be on the school's letterhead.
 - It must be typed (not hand written)

***Please check below to see if you will be required to have the Transfer Letter attested.**

3. *School Reports:*

- Most recent copy of school reports / GCSE results / nursery results:** *(for Foundation Stage 2 students and above)*
 - It must be stamped, signed by The Principal and on school headed paper.
 - Originals may be needed and will be determined on a case by case basis.
 - For students entering into Year 12, please provide GCSE predicted grades until final results are available.

***Please check below to see if you will be required to have the School Report attested.**

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4. *Other Supporting Documents:*

- Child's Birth Certificate. *(Please read carefully the information below on attestations.)*
- Child's Passport
- Both Parents' Passport
- Child's Visa
- Both Parents' Visa
- Family Book (UAE Nationals only)
- Immunisation records (students cannot join the school without these)
- 2 x passport photos
- Utility bill or tenancy contract (to confirm your home address in Abu Dhabi)

Attestation Requirements

The Ministry of Education requires specific supporting documentation to be attested to legally register all students in Abu Dhabi. The information below details exactly what you will need.

- **Birth certificates, school reports and transfer letters issued from the USA, Western Europe, Australia and Canada do not need attestation.** However you must ensure Transfer Letters and School Reports are still signed by The Principal and stamped by the school.

EXCLUSIONS:

- **ITALY, SPAIN, PORTUGAL, GREECE & CYPRUS** - If your birth certificates, school reports or transfer letters come from Italy, Spain, Portugal, Greece or Cyprus, you will need to have them attested.
 - **All documents must be in English.** If they are in a language other than English, you must have them officially translated and attested, regardless of which country your documents were issued.
- **For school reports and Student Leaving certificates issued from within the Emirates (not Abu Dhabi):**
 - Documents must be signed by the Principal and stamped by the school, and then attested by the Ministry of Education from that Emirate.
 - **For school reports and transfer letters issued from the GCC, Africa, Asia, Eastern Europe, South America OR from the exclusions listed above:**
 1. Ensure documents are signed by The Principal and stamped by the school
 2. Obtain attestation from the Ministry of Education in the country where the student studied.
 3. Obtain attestation from the Ministry of Foreign Affairs in the country where the student studied.
 4. Obtain attestation from the UAE Embassy in the country where the student studied or the UAE Ministry of Foreign Affairs in the UAE.
 - **For birth certificates from the GCC, Africa, Asia, Eastern Europe or South America:**
 1. Obtain attestation from the Ministry of Foreign Affairs in the birth country.
 2. Obtain attestation from the UAE Embassy in the birth country or the UAE Ministry of Foreign Affairs in the UAE.

For further advice on documentation requirements, in particular for mid-year entry or to establish the equivalency between curricula, please contact admissions@bisad.ae or call The Admissions Team +971 2 510 0101.

Please Note: Ministry of Education rules are subject to change without notice. Therefore we ask for your support should you be required to submit additional documentation.