



## Supporting Documentation & Attestation Requirements

The Department of Education and Knowledge in Abu Dhabi (ADEK) requires ALL of the following documentation to be supplied. You must ensure that they are signed, stamped and attested, where necessary, as per the below instructions.

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. If it appears that the process may take longer than the allowed 30 days, then we may ask you to visit your local court to obtain a letter requesting ADEK to register your child without the visa and/or EID.

### Documents Required

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

**Emirates ID Registration complete?** If received please bring your EID cards immediately to the Admissions Office.

**Emirates ID Registration in progress?** Please forward copies of the EID Registration Forms to the Admissions Team by email to [admissions@bisad.ae](mailto:admissions@bisad.ae) 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 and ask them to release your child from the ESIS system.

- For students joining in FS1 Nursery, ESIS no. 4270
- 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/Transfer Certificate that is issued by the current school.

- It must be signed and stamped by the school and attested by the Ministry of Education 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.

This is required for Year 1 students and above.

- You must provide the original, signed and stamped by the current school.
- It must be on the school's letterhead.
- **Please check on the following page to see if you will be required to have the Transfer Letter attested.**

#### 3. Other Supporting Documents: (Please read carefully the information on attestations.)

- Child's Birth Certificate
- Child's Passport
- Both Parents' Passport
- Child's Visa
- Both Parents' Visa
- Family Book (UAE Nationals only)
- Up-to-date School or Nursery Reports for Foundation Stage 2 students and above.
- GCSE Predicted Grades/Certificate (for Year 12 students)
- Immunisation records (students cannot join the school without these)
- 2 x passport photos
- Utility bill (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.

1. Birth certificates, school reports and transfer letters issued from the USA, Western Europe, Australia and Canada **do not need attestation.**

### EXCLUSIONS:

- **ITALY, SPAIN and PORTUGAL** - *If your birth certificates, school reports or transfer letters come from Italy, Spain or Portugal, 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.*

**Only original transfer letters will be accepted.** We may also require the original school reports but will confirm on a case-by-case basis.

**For school reports and Student Leaving Certificates issued from within the Emirates (not Abu Dhabi), the documents must be signed, stamped by the school, and attested by the Ministry of Education from that Emirate.**

2. For school reports and transfer letters issued from the GCC, Africa, Asia, Eastern Europe, South America OR from the exclusions listed above:

- Obtain attestation from the Ministry of Education in the country where the student studied
- Obtain attestation from the Ministry of Foreign Affairs in the country where the student studied
- Obtain attestation from the UAE Embassy in the country where the student studied or the UAE Ministry of Foreign Affairs in the UAE.

3. For Birth Certificates from the GCC, Africa, Asia, Eastern Europe or South America:

- Obtain attestation from the Ministry of Foreign Affairs in the birth country
- 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](mailto:admissions@bisad.ae) or call the Admissions Team +9712 510 0176.

Abu Dhabi Department of Education and Knowledge (ADEK) rules are subject to change without notice; therefore we ask for your support should you be required to submit additional documentation.