

KHDA Registration Documents & Forms

In order to comply with the UAE Educational Authorities regulations, all students must be registered with the KHDA (Knowledge Human Development Authority). Upon receiving an offer letter, the documents required for registration are as follows:

- Valid passport JPG copies of both parents and child
- Valid visa JPG copies of both parents and child
- **JPG Copy of Transfer Certificate from previous school**
- Valid Emirates ID (JPG) copy for your child (front & back)
- Valid Emirates ID (JPG) copy for both parents or guardians (front & back)

All copies must be in JPG not PDF

An original Transfer / Leaving Certificate from the previous school is required to register a child in the United Arab Emirates. Please ensure you request a Transfer/Leaving Certificate from your current school if you are arriving from an establishment outside the Emirate of Dubai.

And if you're coming from other school within Dubai a KHDA transfer certificate is required.

The following guidelines apply to the Transfer Certificate (TC) and must be included on the document:

- Full name of the student
- Date of birth of the student
- Date of admission at students' previous school
- Curriculum taught at students' previous school
- Grade to which the student was admitted in the previous school
- Grade that student completed in the previous school
- Grade that student is promoted to
- Date that student left the previous school
- School stamp and principal signature

All Transfer / Leaving Certificates should be written in English or Arabic and must be handed at school in to the KHDA Office before the student begins studying.

Please ensure you provide the required documentation based on the current/previous school location:

Coming From	Attestation needed from
UK, Australia, USA, Canada, Western Europe, New Zealand	No attestation required, only a letter on the current school's letterhead with a school stamp and principal signature, including the student's details (please see transfer certificate example).
African countries (including South Africa), Middle Eastern countries, Russia, Eastern European countries, all Asian countries, South American countries.	<ul style="list-style-type: none"> * Education Authority of the origin (from the country of TC origin) * Ministry of Foreign Affairs (from the country of TC origin) * UAE Embassy (from the country of TC origin)
GCC Countries (Saudi Arabia, Kuwait, Bahrain, Qatar & Oman)	Must have their original TCs attested only by the Education Authority of the origin (from the country of TC origin).
Children coming from another UAE Emirate	Must have their original TCs attested only by the Education Authority of that Emirate.
Students coming from India	The TC/Leaving Certificate needs to be attested by the Education Officer of the Zone/District/Area from where the Certificate is obtained. The seal and signature of the Education Officer must be verified by the Indian Consulate in Dubai and the UAE Foreign Affairs Ministry.

KHDA REGISTRATION FORM

Following new KHDA guidelines all children must have an Emirates ID to be registered in UAE schools

We are in the process of registering your child and ask if you could please complete the information below and return to KHDA department at school: meriem.douiri@aflec-fr.org

All children attending school must be registered at KHDA service; if you do not have the relevant documents please contact KHDA office at school as soon as possible.

Required Information:

1. Does your child have an Emirates ID? Yes ☐ _____ No ☐ Under Process ☐

If it is under process, when are you expecting to receive it? _____

2. Student Name (as written in passport): _____

3. Actual Year & Grade: _____

4. Previous Grade: _____

5. Nationality: _____

6. Joining Date: _____

7. Transferred from Dubai School: Yes ☐ No ☐ other Emirate or out of Country ☐

8. Previous school name: _____

Parent Information:

Father

Mother

- | | | |
|-------------------------------------|--|--|
| 1. Full Name as written in passport | | |
| 2. Nationality: | | |
| 3. Date of Birth: | | |
| 4. Emirates ID Number: | | |
| 5. Emirates ID expiry date: | | |
| 6. UAE Mobile Number: | | |
| 7. Email Address: | | |

You will be contacted for an appointment to complete the registration process through the original Emirates ID Card.

Signature

Date

STEPS TO COMPLETE KHDA REGISTRATION PROCESS

Once the registration approved by the KHDA, your Parent School Contract will be published. This can be signed via the KHDA App. Your login will be the Emirates ID card number of the parent who registered the child and the password will be that parent's mobile phone number.

Alternatively, it can be signed in person at school by visiting our KHDA department. From 8am – 2.30pm, Monday to Thursday.

To **sign via KHDA App**. Please follow the procedure below:

1. Download the **KHDA app** on your phone/ any smart devices or visit this website: **<https://www.khda.gov.ae/khdaparentportal/#/login>**
2. Login your username and password sent to you by the KHDA through SMS on your mobile number.
3. After successful login, you will be directed to the Family Room Dialogue Page. There you will see the information of your child/children. Click on the icon of your child and then Click on the **Parent/School Contract** button. (**Note:** *If the parent school contract is not published/available please contact Mrs. Meriem DOUIRI 04 396 0607 ext. 117*)
4. Check the box: **Mark this section as Read** at the end of each page.
All the pages have to be checked eventually in order to accept the contract.
5. Click on **Sign Contract** button once you have read through the entire contract.
6. Check the box: **I agree to the terms and conditions of the contract document.**
7. Click on **Provide Consent** button.
8. You will receive an OTP to authenticate the user which you need to enter the space provided.
9. A Thank You message will prompt upon the completion of the entire process.

IMPORTANT NOTE:

KHDA student registration is mandated by the Government of Dubai therefore compliance is a must. Please sign immediately after receiving KHDA notification.

**** The deadline for signature of the Parent School Contract is 30th September ****