

STEPS TO COMPLETE THE KHDA REGISTRATION PROCESS 2024-2025

Page 1

Before the joining date all admitted students must be registered online with KHDA (Knowledge & Human Development Authority).

KHDA Registration

To register the student's details with KHDA, we will need your child's Emirates ID Copy and both parent's Emirates ID copy with the parent's email and UAE phone numbers. Please note that the Transfer certificate (TC) or the school leaving certificate will also be required. Kindly send the soft copies to:

Mrs. Douiri Meriem at KHDA department - Email: khda.registration@aflec-fr.org If you didn't receive the Emirates ID yet, we still **need to register the student with the passport copy and the transfer certificate**, and then parents must submit the Emirates IDs later to update the KHDA system. The processing time for residency visas and Emirates IDs can take up to 4 weeks only. **Once the EIDs for parents and students are issued please send the soft copies to the above email address.**

Transfer Certificates (TC)

Before a child can be accepted in classroom, it is the parent's responsibility to provide the Transfer Certificate (TC) OR school leaving certificate (Radiation) from the student's previous school, as required by (KHDA). **If the Transfer Certificate is not provided, the registration will not be legally possible in KHDA platform as a result the student will not be accepted in the classroom.**

1- Transfer within Dubai or UAE schools

KHDA Transfer Certificate is required for students transferring from a school or nursery in Dubai or other local school in the UAE. The KHDA attested certificate will be provided to you by your child's previous school/Nursery after the attestation fee is paid (120aed). The students joining Lycée Français from schools within Dubai, or another Emirates can be registered with the KHDA attested TC and EIDs copies.

2- Transfer from North America, Western Europe & Australia

The TC will be accepted with the previous school stamped letter head and principal signature only, no attestation is required.

3- Transfer from Middle East, South & Central America, Asia Russia & Former Russian States, Eastern Europe, Africa & New Zealand.

According to the KHDA regulations the TC should be:

- a- Stamped and signed by the principal's previous school
- b- Attested by the Ministry of Education in the country of origin
- c- Attested by the UAE Consulate or the Embassy in the Origin Country OR the Ministry of Foreign Affairs in the UAE (MOFA)

4- Transfer from GCC Country (Saudi Arabia, Qatar, Bahrain, Kuwait & Oman)

The TC should be stamped & signed from previous school and also attested by the Ministry of Education in the GCC country.

Please provide us with documents below no later than June 30 2024 (TC, along with the parent and students Passport copies & Emirates IDs; if issued)



KHDA REGISTRATION FORM 2024-2025

Page2

Please complete the application form and return it to Mrs. Douiri Meriem/KHDA department by Email: khda.registration@aflec-fr.org (With the attachments of students & parents ID, passports copies & Transfer Certificate copy).

Student's Information:

1. Student's Full Name (as per passport): _____
2. Academic Year & Grade: _____ 3. Previous Grade: _____
4. Gender: _____ 5- Date & Place of Birth: _____
6. Religion: _____ 7. Nationality: _____
8. Emirates ID Number (If issued): _____ 784-_____
9. Transfer from: Overseas: Name of the country: _____
 Transfer from another school within Dubai Transfer from another Emirates
10. The name of the Previous school: _____
11. End of the academic year report:
a) Passed and promoted to grade For the academic year:
b) Retained in grade For the academic year

Parent's Information:

- | | <u>Father</u> | <u>Mother</u> |
|---|----------------------|----------------------|
| 1. Full Name as per passport: | _____ | _____ |
| 2. Nationality: | _____ | _____ |
| 3. Religion: | _____ | _____ |
| 3. Date of Birth: | _____ | _____ |
| 4. Emirates ID Number (If issued): 784- _____ | _____ | 784-_____ |
| 5. Emirates ID expiry date: | _____ | _____ |
| 6. UAE Mobile Number: +971 _____ | _____ | +971 _____ |
| 7. Email Address: _____ | _____ | _____ |
| 8. UAE Residential Address: _____ | _____ | _____ |

*** Via sms, you'll be notified by KHDA in order to sign the contract online; kindly be informed that without the signature, the registration process will be incomplete! No student can be accepted at school without the full procedure including the signature of KHDA contract! For further details, please refer to page 3.**

Signature

Date

After the initial registration process, a message will be sent to your UAE mobile number in order to sign the contract online and complete the registration procedure; (Contract = the school Internal Regulations)

You can sign this contract on your mobile phone according to the instructions below :

1. Signing KHDA Parent-School Contract using your mobile phone

- Step 1: Click on your unique SMS link to open the Parent-School Contract. Your child's name and school will be displayed. You'll receive a separate link for each of your children enrolled at a private school in Dubai. Enter your child's date of birth to log in.
- Step 2: After reading the contract, sign using the 'Sign Contract' button.
- Step 3: Choose 'Yes' to proceed with signing or 'No' to read the contract again.
- Step 4: Once you have signed the contract, don't forget to share your experience with us.

2. Signing KHDA Parent-School Contract using laptops or similar devices

- Step 1: Click on your unique SMS link to open the Parent-School Contract. Your child's name and school will be displayed. You'll receive a separate link for each of your children enrolled at a private school in Dubai. Enter your child's date of birth to log in.
- Step 2: After reading the contract, sign using the 'Sign Contract' button.
- Step 3: Choose 'Yes' to proceed with signing or 'No' to read the contract again.
- Step 4: Once you have signed the contract, don't forget to share your experience with us

If you are unable to complete the procedure, kindly visit the school (KHDA office) ASAP to proceed with the electronic signature.

KHDA DEPARTMENT