STEPS TO COMPLETE THE KHDA REGISTRATION PROCESS

Before the joining date of the next academic year, all admitted students must be registered on the KHDA platform, and their KHDA contract must be signed.

- **KHDA Registration:** To begin KHDA registration, please provide:

- Student: Passport copy and Emirates ID copy
- Both parents: Passport and Emirates ID copies
- Parent's email address and UAE phone numbers
- Transfer Certificate (TC) or School Leaving Certificate (mandatory)

Please send all documents to Mrs. Douiri Meriem, KHDA Office at school: khda.registration@aflec-fr.org

If the Emirates IDs are not yet issued, registration will start with passport copies and the Transfer Certificate. Once the Emirates IDs are issued, please send soft copies to update the KHDA system.

- **Transfer Certificates (TC)**

A valid Transfer Certificate is required before a student can join the classroom. Without it, KHDA registration cannot be completed.

- **Transfers within Dubai or UAE**

1. **Within Dubai:** A KHDA Transfer Certificate is required (issued and attested by KHDA through the previous school or nursery).

Note: Nursery students must also provide a KHDA attested TC.

2. **From other Emirates:** TC must be attested by the educational authority of that Emirate:

- Abu Dhabi: ADEK
- Sharjah: SPEA
- Ras Al Khaimah: RAKDOK
- Ajman, UAQ & Fujairah: Ministry of Education

3. **Transfers from North America, Western Europe & Australia**
   A Transfer Certificate (TC) is required from **Grade 2 and above**.
   The TC must be issued on the school's official letterhead and signed by the principal. **No attestation is required.**

4. **Transfers from the Middle East, South & Central America, Asia, Russia & Former Russian States, Eastern Europe, Africa & New Zealand**
   A Transfer Certificate (TC) is required from **Grade 2 and above**, and it must be:
   a. Signed and stamped by the previous school
   b. Attested by the Ministry of Education in the country of origin
   c. Attested by the UAE Embassy/Consulate **and** the UAE Ministry of Foreign Affairs (MOFA)

5. **Transfers from GCC Countries**
   A Transfer Certificate (TC) is required from **Grade 2 and above**.
   The TC must be signed, stamped, and attested by the Ministry of Education of the respective GCC country.

N.B: Students enrolled in French curriculum schools (AEFE or MLF) must also comply with KHDA rules by providing a fully attested Transfer Certificate.

KHDA REGISTRATION FORM

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- Gender: _____ 4- Date & Place of Birth: _____

5- Religion: _____ 6- Nationality: _____

7- Emirates ID Number (If issued): 784-_____

8. Transfer from: ☐ Overseas: Name of the country: _____

☐ Transfer from another school within Dubai ☐ Transfer from another Emirates

9. The name of the Previous school: _____

10. 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:

	Father	**Mother**
1. Full Name as per passport:	_____	_____
2. Nationality:	_____	_____
3. Religion indicated to immigration during the visa application:	_____	_____
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!**

Signature **Date**