



AL NAHDA NATIONAL SCHOOLS

An experience in education excellence

AL NAHDA SCHOOLS REGISTRATION PROCEDURE

- ✚ Before you begin the pre-registration, please make sure that you have :
 1. One passport photograph (jpg only).
 2. Birth certificate for kindergarten (KG1. KG2)
 3. First semester certificate from the previous school for the students who are applying for first grade to twelfth grade.
- ✚ When opening the screen, school's policy will be posted both in English and Arabic languages. Kindly read the said policy and if you accept, kindly click **AGREE** to continue. In case of not agreeing the previous application will be cancelled.
- ✚ Please fill in the application **COMPLETELY** and attach the above mentioned papers.
- ✚ Upon completion of the papers, applicant will be given **ONLINE APPLICATION NUMBERS** to be used in the next steps.
- ✚ After five (5) working days, the screen will be closed due to screening procedure. Applications will be screened by the registration department.
- ✚ After screening the qualified applicants will be receiving an email that includes the date or schedule and location for the interview.
- ✚ Attendance is a must. The presence of the interviewee will be recorded and sent in the registration's office and in case no attendance recorded, application will automatically go to the **WAITING LIST**.
- ✚ After attending the **SCHEDULED INTERVIEW**, the applicants will be given an approval letter that they can continue the online application. By that time complete requirements is required. Kindly prepare the requirements in two sets; **one as hard copy (colored copy) and one as soft copy (saved in CD or USB)**. Please be reminded that once your attendance has been recorded you'll be receiving an email regarding the date on when are you going to visit the registration office.

✚ Prepare the following in COLORED COPY.

1. Passport copy of the student and parents
2. Residence visa of the student and parents (NON-LOCALS)
3. Family book (LOCALS)
4. Birth certificate, it should be attested if the child was born outside the country
5. Vaccination card
6. Emirates identity card of the student and parents in BOTH SIDES
7. One passport photograph
8. An electricity bill or a map or sketch of your home's location
9. CONTINUING CERTIFICATE or To Whom It May Concern from the previous school with ESIS number (STUDENTS FROM ABU DHABI ISLAND, WESTERN ABU DHABI, AL AIN)
10. First semester certificate (REPORT CARD)

Important Tips:

- ✚ After the ONLINE APPLICATION and INTERVIEW, GRADE 1 to GRADE 12 students will sit the examination of three subjects.
- ▶ -MATH
 - ▶ -ENGLISH
 - ▶ -ARABIC
- ✚ After the ONLINE APPLICATION and INTERVIEW KG1 and KG2 students will just have to wait for ADEC's SCREEN to open. Once the screen is OPEN, applicants will be notified and they MUST bring the ORIGINAL EMIRATES IDENTITY CARDS of the STUDENT AND THE PARENTS.
- ✚ Please be reminded that TOPIC LISTS will be given before your children sit the exams.
- ✚ Once the student is accepted, you are invited to refer to the registration department so as to complete the registration department. **Filling this application DOES NOT ensure a seat in the school, UNLESS students have finished the entire PROCEDURES.**
- ✚ Make sure that the data you enter are correct, including the email address since it is the communication tool between you and the school.

Registration Team