

KHDA REGISTRATION GUIDELINES

JESS strictly adheres to the KHDA regulations regarding student admissions.

<https://www.khda.gov.ae/en/schoolagefaqs>

The KHDA (**Knowledge and Human Development Authority – the local Education Authority**) requires the following **mandatory** documents to be submitted before the student starts school. Registration / approval of admission of the student at any school in Dubai without these documents is not possible.

- A copy of the student's passport, residency visa and Emirates ID card (both sides). **Passport number on visa must match the number on the passport that you have submitted.**
- A copy of the student's birth certificate.
- A copy of the father and mother's passport, residency visa and Emirates ID card (both sides).
- Interim / Final School report stating clearly the child's name, class/year and end of academic year date.
- **Original attested Transfer Certificate** (PLEASE FOLLOW THE INSTRUCTIONS GIVEN UNDER THE TRANSFER CERTIFICATES)

The Transfer Certificate (TC) is a mandatory document required by the KHDA for all the students entering:

- **Year 2 and above in September**
- **FS1, FS2 and Year 1 from schools inside and outside of the UAE after 15th November during the academic year**

Student admissions are subject to the KHDA approval.

Please note that if the student is coming from a school outside Dubai, the original Emirates ID card of the student and the parents (both together) is required for the KHDA registration to be done at school. **(This process is currently suspended due to COVID-19 situation and a manual KHDA registration is in place).**

KHDA PARENT SCHOOL CONTRACT

After the registration and approval of the student's admission by the KHDA, parents must sign the KHDA Parent School Contract either online or in person. Please note that this process is mandatory.