



## **DOCUMENTS REQUIRED FOR STUDENTS COMING OUTSIDE OF THE UAE**

Dear Perspective Parent/ Student,

Please be advised that the following documents are required to be able to register you with the Sharjah Educational Zone. If you are a student coming from outside of the UAE you must provide these documents from the school you attended abroad:

- 1) **School Leaving Certificate:** this letter states that you were registered in that particular school for a period of time and states what Grade you have studied and what Grade you will be promoted to. (i.e. John was in X School from 2010-2012. He has completed Grade 2 and is promoted to Grade 3 for the next academic year)
  - a) Certificate must be written on school head letter
  - b) Certificate must include Head of School signature and stamp
  - c) Certificate **must include the word 'Grade'** and not 'Year' or 'Level' etc. regardless of what curriculum you are coming from.
- 2) **End of Year School Report:** This report shows the subjects and grades you have achieved in your last school. For example, if you are applying for Grade 2 you must provide the school report from Grade 1.
- 3) Documents must be written or translated to English or Arabic only

### **Attestation**

Both documents mentioned above must be sent to be attested in their original form and not true copies. Attestation (stamps) from the following are needed:

- 1) Ministry of Foreign Affairs (from the country the documents are issued from)
- 2) UAE Embassy (in the country the documents are issued from)
- 3) UAE Foreign Affairs (you can do this step when you are in UAE)

(i.e. if you studied in a school in the UK you must attest both documents from the UK Ministry of Foreign Affairs, UAE Embassy in the UK and on arrival to the UAE, the UAE Ministry of Foreign Affairs)

Once you have completed these documents you can be registered with the Sharjah Educational Zone.

*Please note that these requirements are subject to change at anytime from the Sharjah Educational Zone. We encourage you to keep in contact with us to know if any changes have been made.*

Regards,

Victoria English School Administration