

## **Essential Documents**

1. 2 copies of Birth Certificate attested from
  - For children born outside UAE
    - Ministry of Foreign Affairs (Home Country)
    - UAE Embassy (Home Country)
  - For children born in UAE
    - Ministry of Foreign Affairs, UAE
2. Copies of Passport with valid UAE visa
  - Student (2 copies)
  - Father/Sponsor
  - Mother
3. Copies of Emirates Identity Card (Original at the time of processing case in eSIS)
  - Student (2 copies)
  - Father/Sponsor
  - Mother
4. Attested School Leaving / Transfer Certificate (Original) attested from
  - **Outside UAE Cases**
    - District Education Office
    - Inter-Board Committee of Chairmen (IBCC)
    - Ministry of Foreign Affairs (Home Country)
    - UAE Embassy (Home Country) / Ministry of Foreign Affairs, UAE
  - **Outside Abu Dhabi Cases**
    - Respective Educational Zone Office
    - Abu Dhabi Education Council
  - **Abu Dhabi Cases**
    - Transfer Certificate generated through eSIS
    - Last Result Card

**Note:** Both documents must be attested by Abu Dhabi Education Council and transfer should be processed through eSIS by current school.

5. Attested Last Term/Year Result Card
6. Same as stated in serial no. iv
7. Declaration Certificate if Registration is not processed with any board (for Grade 9-12 only)
8. Registration Card (students registered with FBISE)
9. Migration Certificate (for Grade 9-12 only)
10. Equivalency Certificate from IBCC (O' Level & Grade 10: Students of International Board)
11. Vaccination Form or Declaration from the parent for non-availability of V. Card
12. Health Insurance Card
13. Student Photographs (four for grade KG-1 to 10 and eight for Grade 11-12)
14. NOC from ADEC for overage/underage and change of curriculum cases