

## Required Documents for Registration at the Ministry of Education and Higher Education

Dear parents,

In order to complete the registration of your child in our school, we need to submit a copy of the required documents indicated below to the Ministry of Education in Qatar:

1. A recent passport size photo of your child on a plain white background
2. A copy of a valid child's and parents' passports
3. A copy of the resident permit (Qatar ID when available)
4. A copy of the birth certificate
5. Child's immunization records
6. Updated medical certificate for school entry/ transfer stamped by a healthcare center or hospital.
7. School reports:
  - a. **Students transferred from other schools in Qatar:** latest school report signed and stamped by the school, which must contain appropriate information and reference to the curriculum (IB, British, French,...), grade/year and term completed, attendance and type of school (private, independent, public).
  - b. Students from abroad schools (outside Qatar):
    - i. Qatari students: latest report **attested** by the Qatari Ministry of Foreign Affairs and **stamped** by the Certificate Equivalency Department in Qatar.
    - ii. Other nationalities: latest report **translated** in English, **attested** by the Qatari Ministry of Foreign Affairs (MOFA).

To attest a report, it needs to be:

1<sup>st</sup> Stamped by the school that issues the report.

2<sup>nd</sup> Stamped by the Ministry of Education in the country where it has been issued.

3<sup>rd</sup> Attested by the Ministry of Foreign Affairs in the country where the report has been issued.

4<sup>th</sup> Attested by the Qatari Ministry of Foreign Affairs (in Qatar or the related office in the country where the reports are issued).

In case of transferring a student from a British Curriculum or another different curriculum from the IB (SEK Qatar offers IB CV), we will need you to sign a consent form to show your understanding regarding this change.

### **Important Notes:**

- All the students need to own a QID before joining the school. No exceptions will be accepted.
- SEK-Qatar chooses the applicants who meet the cut of date as per Ministry of Education and Higher Education directives (see table on the application form page)