



STUDENT APPLICATION & REGISTRATION PROCESS MOHAMMED BIN ZAYED CITY CAMPUS

February 19, 2015

Please read the information below carefully and kindly follow any stated directions.

1. Applications for new admissions to Abu Dhabi International School is open **only** for the AIS campus in Mohammed Bin Zayed City. Parents, including those who have submitted a Student Pre-Enrollment Form, are invited to submit the Student Application Form. The form must be completed online and is available at www.aismbz.com.
2. For any technical support, please contact any of the following numbers between 8:00 am and 1:00 pm, Sunday through Thursday:
 - 056-6640627
 - 056-6640490

For any other queries, please contact any of the following numbers between 8:00 am and 1:00 pm, Sunday through Thursday:

- 056-6640457
 - 056-6640581
3. Only complete applications are processed. An application is considered complete when all the following required documents are provided:
 - One recent passport size photograph (white background)
 - Copy of father's/legal sponsor's valid passport
 - Copy of the student's valid passport including the visa
 - Copy of the student's birth certificate
 - Copy of the student's vaccination record
 - Copy of the student's most recent school report card
 - Copy of the student's valid Emirates ID Card (both sides)
 - Copy of water and electricity bill
 4. All the abovementioned documents must be scanned and submitted online. Note that the school does not provide any photocopying services; photocopies of supporting documents must be generated elsewhere.
 5. Only students who meet the entrance and placement requirements will be admitted to the school to the appropriate grade level. By September 1, the age of students applying to kindergarten (KG1) must be 3 years and 8 months, and those applying to Preparatory must be 4 years and 8 months.



6. The school will send you by email a letter that includes the date and time of the applicant's placement test. Applicants must print this letter and bring it to the placement test session as a form of identification.
7. Parents and the applicants will be invited for a personalized meeting session with our administrative personnel. At least one parent (father/mother) and the child applicant must attend the meeting. You must bring to the meeting:
8. If a student has to leave school before the end of the school year, refunds will be given based on the ADEC rules and regulations.
 - Print copies and a CD that includes all the required documents that were submitted online as part of the application. All documents must be saved as jpg files.
 - A Student Recommendation Form signed by the principal of the previous school, stamped and sealed in an envelope. The *Student Recommendation Form for Entering KG–Grade 2* and *Student Recommendation Form for Entering Grades 3–12* are available on <http://www.aismbz.com/Assets/Content/SRF.pdf>. Please download and print the required form, carefully read it and then complete the relevant sections before submitting it to your child's current school to be completed.
9. Based on the results of the admission process, a formal letter of acceptance will be emailed to the parents of the applicant.
10. School bus services will be provided only for those requesting **both** morning and afternoon trips. (Please note that all grade levels will start and end the school day at the same time; the timing is tentatively 7:30am – 2:30pm.) If you have indicated on the Student Application Form that you would like to register your child in the bus transportation services, please complete the Bus Transportation Registration Form available on your dashboard at www.aismbz.com.
11. Successful applicants must register by the deadline stated in the letter of acceptance. Applicants who do not meet the deadline will not be considered for registration.
12. To complete the registration of your child, you must make the following payments:
 - A non-refundable registration fee of AED 1000 in cash. (This amount will be deducted from the student's tuition fees.)
 - Tuition fees in two installments:
 - First installment tuition fees for 2015–2016 must be paid by a post-dated check dated August 2015. The first installment is 50% of the tuition fee.
 - Second installment tuition fees for 2015–2016 must be submitted along with the first installment by a post-dated check dated January 2016. The second installment is the remaining 50% of the tuition fee.



- A non-refundable bus transportation fee of AED 4500 must also be paid, if you have registered for bus transportation services.

Payments can be made by cash or check; credit card payments are not accepted. Please note that if you do not complete the above steps, the applicant will not be registered in the school.

13. To finalize the registration of your child, you must submit by mid-August:

- Final report card; the original and a copy.** If the report card is in a language other than English or Arabic, the report card must be **legally** translated into English.

Transfer certificate

- *If your child is transferring from a school in the Emirate of Abu Dhabi, you will receive an email by mid-August with an updated Letter of Acceptance. Please print the letter and submit it to your child's current school to obtain an electronic transfer certificate that will enable the transfer of your child's records to the AIS records in eSIS.*
- *If the transfer certificate is issued in the USA, Canada, Australia, New Zealand, or a Western European country, attestation is NOT required. (Originals must be submitted.)*
- *If the transfer certificate is issued outside the Emirate of Abu Dhabi, the original transfer certificate must be signed by the Educational Zone/ADEC.*
- *If the transfer certificate is issued in a GCC country, the original transfer certificate should be attested from the Ministry of Education in the issuing country.*
- *If the transfer certificate is issued in a country other than the abovementioned, the original transfer certificate must be attested from the UAE Embassy in the issuing country. If there is no UAE embassy in the issuing country, the document must be attested by the issuing country's embassy in the UAE and the Ministry of Foreign Affairs in the UAE.*

14. School textbooks and uniforms will be issued only after the applicant had completed registration and placed the necessary orders.

15. Tuition fees for New Admissions to MBZ City Campus (2015–2016). **Tuition fees include the cost of books and uniform.** Additional books and uniform will be charged extra. If a student has to leave school before the end of the school year, refunds will be given based on the ADEC rules and regulations.

Grade	Tuition/Year	Grade	Tuition/Year
KG I	AED 27,800	Grade 6	AED 36,200
KG II (Prep)	AED 27,800	Grade 7	AED 39,600
Grade 1	AED 33,000	Grade 8	AED 39,600
Grade 2	AED 33,000	Grade 9	AED 42,000

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Grade 3	AED 34,600	Grade 10	AED 42,000
Grade 4	AED 34,600	Grade 11	AED 43,600
Grade 5	AED 36,200	Grade 12	AED 43,600

Service	Fee
Special Education Services	<i>Fees charged according to services provided</i>
Bus Transportation (<i>Optional</i>)	AED 4,500 (two trips)