



# مدرسة الأكاديمية الهندية الإنجليزية

## INDIAN ENGLISH ACADEMY SCHOOL

Dear Parent,

Please be informed that the following documents must be submitted in a green file to the Secretary's office before paying the fees:

1. ENGLISH ADMISSION FORM
2. ARABIC APPLICATION FORM (in duplicate)
3. ONE PHOTOGRAPH (to be stapled on the English Admission Form)
4. MINISTRY INFORMATION FORM
5. MEDICAL CARD (Please do not file it)
6. STUDENT'S BIRTH CERTIFICATE COPY
7. STUDENT'S PASSPORT COPY (1<sup>ST</sup>& Last page)
8. STUDENT'S CIVIL I.D. COPY
9. FATHER'S AND MOTHER'S PASSPORT COPY (1<sup>ST</sup> page)
10. FATHER'S AND MOTHER'S CIVIL I.D. COPY
11. **TRANSFER CERTIFICATE / SCHOOL LEAVING CERTIFICATE(Original)**  
SHOULD BE COUNTER-SIGNED BY AN OFFICER NOT BELOW THE RANK OF  
DISTRICT INSPECTOR OF SCHOOLS/DEPUTY DIRECTOR OF EDUCATION/  
EDUCATION OFFICER OF THE EDUCATION DEPARTMENT OF THE STATE
12. FEE CLEARANCE FROM THE PREVIOUS SCHOOL (Local transfers)
13. SCHOOL ACADEMIC RECORD FOR THE PREVIOUS YEARS
14. CONDUCT CERTIFICATE (For Classes 8<sup>th</sup> to 12<sup>th</sup>)

STUDENT'S FILE FROM THE PREVIOUS SCHOOL (Local transfers)

**Kindly note that admission will not be granted without submission of all the above documents. Please file the papers in the order given above.**

**Serial No. 1 to 10**  - Kindergarten

**Serial No. 1 to 14**  - Primary and above

**Thank you.**