



## Supporting Documentation & Attestation Requirements

The list of documents are required to complete your child's registration in accordance with The Department of Education and Knowledge in Abu Dhabi (ADEK) Please ensure they are signed, stamped and attested, where necessary, as per the instructions below. Please do not hesitate to contact the Admissions team with any questions regarding this process [admissions@cranleigh.ae](mailto:admissions@cranleigh.ae)

### Documents Required

#### 1. Supporting Documents should be uploaded to your child's Open Apply file.

(Please read the information on attestations carefully.)

- Child's Birth Certificate
- Child's Passport
- Both Parents' Passport
- Child's Visa
- Both Parents' Visa
- Family Book (UAE Nationals only)
- Up-to-date School or Nursery Reports for Foundation Stage 2 students and above in English
- GCSE Predicted Grades/Certificate (for Year 12 students)
- Immunisation Records
- Child's Passport Photo

If you are joining Cranleigh Abu Dhabi part way through the academic year, please provide the most recent report card and the previous academic year's report card.



## 2. Students' and BOTH Parents' Original Emirates ID Cards

If you do not have your UAE Residence Visa and Emirates ID card at the time of applying to Cranleigh these can be provided at a later date. In the absence of an Emirates ID card you may be required to obtain a Court Letter For School Enrolment requesting ADEK to register your child without the Emirates ID before they can attend School. Please email the admissions team who will provide instructions on how to complete this process.

Emirates ID Registration	Please make an appointment to come into school with your Emirates ID cards or alternatively register your child online with Tasjeel. Our admissions team <a href="mailto:admissions@cranleigh.ae">admissions@cranleigh.ae</a> can advise you on this process.
Registration in process	<p>Please email copies of the Emirates ID Registration Forms or Court Letter to <a href="mailto:admissions@cranleigh.ae">admissions@cranleigh.ae</a></p> <p>Please make an appointment to come into school with your Emirates ID or register your child online with Tasjeel as soon as you are in receipt of them. Our admissions team <a href="mailto:admissions@cranleigh.ae">admissions@cranleigh.ae</a> can advise you on this process.</p>

## 3. Student Transfer Information:

Transferring Within Abu Dhabi	<p>Provide your current school with our ESIS number and ask them to transfer your child from the ESIS system.</p> <p>For students joining in Nursery - ESIS no: 4272</p> <p>For students joining FS2 - Year 12, ESIS no: 9251</p>
Transferring Within the UAE (but outside of Abu Dhabi):	<p>Provide the original copy of the Student Leaving/Transfer Certificate issued by the current school.</p> <ul style="list-style-type: none"><li>• It must be signed and stamped by the school and attested by the Ministry of Education from that Emirate eg: KHDA in Dubai.</li></ul>



Transferring from Overseas:	<p>Ask your current school to complete the Transfer Letter Template provided. This is required for Year 2 students and above. The original signed and stamped Transfer Letter should be provided on the current school's letterhead. Please see <a href="#">Transfer Certificate Template</a></p> <p><b>All documents must be in English. If they are in a language other than English, we ask that you have them officially translated and attested, regardless of which country your documents were issued.</b></p> <p>Please check attestation requirements below to see if you will be required to have the Transfer Letter attested.</p>

## Attestation Requirements

The Ministry of Education requires specific supporting documentation to be attested to legally register all students in Abu Dhabi. The information below details exactly what you will need.

Only clear full colour original Transfer Certificates will be accepted. We may also require the original school reports but will confirm on a case-by-case basis.

Abu Dhabi Department of Education and Knowledge (ADEK) rules are subject to change without notice; therefore we ask for your support should you be required to submit additional documentation.

<b>Country</b>	<b>Attestation requirements Reports &amp; Transfer Certificates</b>	<b>Attestation requirements Birth Certificate</b>
Australia, Canada, USA, Western Europe (see exclusions below),	Do not require attestation	Do not require attestation



<p>GCC, Africa, Asia, Eastern Europe, South America</p>	<ul style="list-style-type: none"><li>● Obtain attestation from the Ministry of Education in the country where the student studied</li><li>● Obtain attestation from the Ministry of Foreign Affairs in the country where the student studied</li><li>● Obtain attestation from the UAE Embassy in the country where the student studied or the UAE Ministry of Foreign Affairs in the UAE</li></ul>	<ul style="list-style-type: none"><li>● Obtain attestation from the Ministry of Foreign Affairs in the birth country</li><li>● Obtain attestation from the UAE Embassy in the birth country or the UAE Ministry of Foreign Affairs in the UAE</li></ul>
<p>Within the Emirates (Not Abu Dhabi)</p>	<ul style="list-style-type: none"><li>● Transfer Certificate must be signed, stamped by the school, and attested by the Ministry of Education from that Emirate. Report card according to the individual case</li></ul>	