**Egyptian Ministry of Education documents requirements for Non-Egyptian students transferring from a school within Egypt**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the parent/guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ applying for grade \_\_\_\_\_\_\_ at Heritage International School, transferring from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge that the following documents must be submitted to the school's Students Affairs Office to complete admissions process:

1. 4 copies of transfer certificates signed and certified by both schools (new and previous), stamped with the official seal from the Educational Administration Department offices linked to both schools.
	1. If the transfer is from a different governorate to another, transfer papers are to be certified by Educational Directorate in both governorates.
2. Electronic Transfer certificate from the Ministry of Education's website for transferred students signed and stamped by the previous school.
3. 2 statements of Success (for Arabic, Religious Studies and Social Studies) from the Ministry of Education for the last two years, approved and stamped by the Educational Administration Department.
	1. A statement of exemption from Arabic, Religious Studies and Social Studies (only if applicable)
4. Original academic end of year report cards for the last two years, signed and stamped from the previous school.
5. Certificate of attendance stating all the years spent at the previous school.
6. Original and copy of the parent’s passport (first page and page with the arrival stamp)
7. Original and copy of the Student’s passport (first page and page with the arrival stamp)
8. Copy of current ongoing residence visa.
	1. If the residency visa wasn’t available, kindly request a nomination letter in order for one to be issued.
9. An official letter from the student's national embassy in Egypt that states the approval to enroll and register the student at Heritage International School.
10. 6 recent passport size photos.

I hereby commit to submit the above paperwork by September 1st of the school year \_\_\_\_\_\_\_\_\_\_. Should the above paperwork be incomplete by the end of this period, I acknowledge that I have been informed that it is solely my full responsibility for the consequences of not submitting the documents on time without any responsibility on behalf of Heritage International School.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ID No. or Passport No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_