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

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. Original and copy of the parent’s passport (first page and page with the arrival stamp)
2. Original and copy of the Student’s passport (first page and page with the arrival stamp)
3. Original academic end of year report cards for the last two years, signed and stamped from the previous school.
4. 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.
5. 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.
6. 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.

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

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

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

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