

## ADMISSION PROCEDURES

### Step 1: Online Application

Those who seek admission to the school should submit an application for entrance for initial registration online which is available on our website ([www.bips.ae](http://www.bips.ae)). Print it out and visit registration office in BIPS to take an appointment for your child entrance exam. There is a non-refundable fee of AED 100/- to be paid at the time of initial registration towards interview and entrance exam.

### Step 2: Interview and Assessment:

All the applicants to KG 1, KG 2, Gr.1 and Gr.2 will be called to attend an observation through classroom activities, Admission will be based on the performance in the observations. All other applicants (from Grade3 and above) must take an entrance examination in core subjects (English, Math & Arabic) and a personal interview will be conducted. The selection will be based on the result in the entrance test and performance in the interview and the availability of seats. Admission is restricted to those who satisfy the minimum / maximum age limit prescribed by the MOE.

### Step 3: Passing Interview and Assessment:

If your child passes the entrance exam you will receive an E-mail to visit the registration office in the school within 2 working days to complete the registration procedures.

### Step 4: Submitting required documents:

On approval by the Principal, parents should proceed to the registration department for document verification. Note that failing to submit any of following document may delay the student registration:

1. 6 recent colored passport size photographs.
2. A copy of student's passport with valid residence visa.
3. A copy of family book ( for UAE nationals only )
4. A copy of Emirates Identity card.
5. The original Emirates ID card is required for the following :
  - KG students and first grades (who have never joined government or private kindergarten.
  - Students coming from Abu Dhabi Education Council.
  - Students coming from Dubai.
  - Students coming from outside the UAE.
6. A copy of the birth certificate.
7. A copy of the vaccination card + Medical file from previous school
8. A copy of father's passport with valid residence visa + a copy of Emirates Identity card.
9. Original continuous studying letter for the current year with SIS number submitted with registration time.
10. Original pass certificate of the last grade level (from KG onward).
11. Original transfer certificate from the previous school duly attested by the Ministry of Education ( for students transferring from schools located outside Sharjah )
12. Students from government schools should submit school leaving certificate and report card duly attested by the Ministry of Education.
13. If a student is transferring from a school located outside the UAE the report card and transfer certificate should be attested from:
  - the Ministry of Education of his/her country,
  - Ministry of Foreign Affairs of his/her country
  - UAE Embassy/Consulate in that country.
14. If the school found that the student Emirates ID registered with another school, BIPS has the right to cancel the student registration.
15. Re-registration will be permitted upon clearance of all arrears.

### Step 5: Payment:

Upon acceptance, a 500 AED cash fee is payable and 3 bank cheques dated 5 August, 5 December and 5 March must be submitted to complete the admission process.