



## STEP 1

To begin the application process, please complete the Dwight School Dubai [online Application](#).

## STEP 2

To complete the application process, an **application fee of AED525** (non-refundable, non-transferable and non-deductible) along with the documentation listed below are required. Application fee may be remitted by bank transfer (bank transfer information) or in person to our Accounts Department by debit/credit card, cheque, or cash.

Documents to be submitted at the initial registration stage:

- Copy of the student's passport
- Progress reports from the last two years including most current semester report. Progress reports must be in English. Reports requiring translation must be stamped and signed as official translation.
- Copy of recent CAT4 standardized assessments results (if available).
- Reports of any previously identified special educational needs including individual education plans (IEP/ILPs), educational psychologist or other therapist reports.

Documents to be submitted once a student has been accepted and enrolled:

- Copy of student's Emirates ID card (both sides)
- Copy of student's UAE Visa
- Copy of student's Birth Certificate
- Copy of father/mother Emirates ID cards (both sides)
- Copy of father/mother UAE Visa and Passport
- One photo of father/mother/guardian
- Copy of Family Card (Emirates Students only)
- Copy of Student's immunization record/card
- Transfer Certificate ([see sample](#))

## Transfer Certificate

The Transfer Certificate (TC) is a document required by the UAE Ministry of Education to register a student in any school in Dubai. The form should be completed on your child's current school's letterhead and signed and stamped by the school. This is done close to the withdrawal date to reflect your child's last day of school.

Note: Depending on the school's location (not curriculum), the TC needs the following attestation:

- United States, Canada, Western Europe, Australia or New Zealand: only the stamp and signature of the school
- Gulf Cooperation Council (GCC) countries: stamp and signature of the school and Ministry of Education of the GCC country.
- All other countries: stamp and signature of the school, the country's Ministry of Education and Foreign Affairs, and the UAE Embassy in that country
- Copy of Family Card (Emirates Students)

Please note that a completed Application does not guarantee admission to Dwight School Dubai.

### **STEP 3**

An assessment will be scheduled upon Application submission. The purpose of the assessment is to determine the student's readiness to attend Dwight School Dubai and to determine a possible need for additional English Language support or additional Learning Support required by the student.

If a student is out of the country and unable to attend an assessment in person, a conditional acceptance based on previous reports and previous school recommendation may be provided. However, the student will be required to complete the assessment once they have relocated to the UAE.

### **STEP 4**

Once the assessment has been completed, the student's file is sent to the Admissions Committee for review and a decision will be communicated to the family within a week.

Students granted a seat at Dwight School Dubai will be required to remit an admission registration fee of AED 5,000 payable within 7 days of the date on the offer letter to secure their seat. This fee is not refundable and is adjustable against the first term's tuition fees. The first term tuition is due prior to the student's first day of school.