

ADMISSION PROCESS

We welcome families and students from every stage of their education to be a part of our learning community. Our dedicated admissions team will ensure a smooth and easy admissions process for you as per your requirements.

AIS is pleased to announce that registrations for the 2023-24 academic year are now open for students from FS1 (age 3 years) through to Year 13.

Application Process

[Step 1 - Online Application](#)

[Step 2 – Registration and Payment](#)

[Step 3 – Assessment/Interview](#)

[Step 4 – Admission Confirmation](#)

AGE REQUIREMENTS GUIDELINES

AIS places students in age-appropriate grade levels in accordance with the Ministry of Education/KHDA regulations.

Families are encouraged to use the chart below to ensure that they are applying to the correct grade level, taking into account the differences that exist in the naming of “grades” around the world.

If there are questions about the correct grade-level placement, please contact the Admission Team. Please find the link for the KHDA fees chart [Click Here](#)

Age as of August 31 of each school year	Year
3 years old	FS1
4 years old	FS2
5 years old	1
6 years old	2

Transfer Certificate Guidelines:

Transfer certificate must be on official school letterhead and must contain the below information:

Full name of student

Date of birth

Enrolment date and the year group when the child first started at the current school

Present class

Year/Grade completed

Year/Grade promoted to

School curriculum

Principal signature and school stamp

If transferred from a school within the GCC (GCC Countries- Saudi Arabia, Kuwait, Bahrain, Qatar, Oman) or from another UAE Emirate, transfer certificate must be attested by the Ministry of Education.

Children coming from countries other than USA, Australia, Canada, Western Europe, Japan and New Zealand should have the original Transfer Certificate (TC) attested by:

Educational Authorities (from country of TC origin),

Ministry of Foreign Affairs (from country of TC origin)

UAE Embassy (from country of TC origin).

Please note, as per the KHDA mandate, the following criteria need to be adhered to and an undertaking of acceptance and agreement to the below is required in order to confirm admission for your child.

Any student transferring from schools inside Dubai shall be allowed to attend classes commencing from September of the new academic year only when the transfer certificate is received from the previous school, and registration has been completed with the original Emirates ID of the student and the parent (Sponsor).

Any student transferring from other emirates of the UAE shall be allowed to attend classes commencing from September of the new academic year only when the transfer certificate from the previous school, duly attested by the Ministry of Education of that emirate, is received, and registration has been completed with the original Emirates ID of the student and the parent (Sponsor).

Any student from outside the UAE shall be allowed to attend classes commencing from September of the new academic year upon submission of a leaving certificate, duly attested by the Ministry of Education, Ministry of Foreign affairs and the UAE embassy of the country of the previous school, and when registration has been completed with the original Emirates ID of the student as well as the parent (Sponsor).

Re-Registration Fee deposit for Existing Students

This deposit is payable at the time of Re-Registration to process to ensure a place for your child(ren) in the following academic year. The Re-registration deposit is 5% of the total tuition fees and is deductible from the total tuition fees for the academic year. Please note, this is a non-refundable deposit.

To secure a place in the next academic year, you would have to remit a Re-Registration amount of AED 500 which is fully adjustable against the fee of Term 1 in the following year. The Re-Registration fee can be paid either by cash, current dated cheque, card or by online (transaction charges may apply-1%) using the application available on the Parent Portal <https://portal.leamseducation.com/>

Contact Details:

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