# GUIDELINES FOR FILLING ONLINE REGISTRATION FORM

**Instructions and Guidelines for filling the Online Registration Form**

## General Instructions

- Please use a laptop or desktop computer for online registration. Do not use a mobile phone.

- All fields marked with an asterisk (*) are compulsory.

- Documents are mandatory to upload. Incomplete or incorrect applications will not be processed.

- Ensure that the student's name and date of birth match their passport or Emirates ID. Discrepancies will result in the cancellation of the application.

- Review all information entered for accuracy before submission.

- Submitting an online enquiry or registration does not guarantee a placement.

## Priority and Shortlisting

- Priority is given to siblings of current Shining Star International School (SSIS) students.

- The application will be shortlisted on a first-come, first-served basis, subject to seat availability.

- Parents of siblings are requested to register using their parent portal ID to be considered under the sibling quota. Admission for siblings is subject to seat availability and ADEK age criteria.

- School employees must log in with their employee ID and password in the designated fields at the bottom of the form.

## Age Criteria

The age criteria are based on the student's age as of **March 31st** for the new academic year.

- **KG1:** 4 years
- **KG2:** 5 years (for newly admitted students)
- **Grade 1:** 6 years (for newly admitted students)
- **Grade 2 and above:** Admissions are based on the Transfer Certificate and Final Report Card of the previous year, which must be duly attested and stamped.

## Admission Process

1. **Online Registration:** Parents must first fill out the online form. Upon successful registration, you will receive an automated email with an **application number** and an active link to complete the application and upload all required documents.

2. **Shortlisting and Assessment:**
o Shortlisted students will be scheduled for an assessment drive or an interactive session. You will be notified via your registered email.

o For **KG1 & KG2**, this will be an interactive session.
o For **Grade 1** and above, an assessment test will be conducted.
o Offer letters will be provided to parents once the application is approved by the admissions team.

3. **Registration Confirmation:** Parents must complete the enrollment or re-enrollment procedures and submit the necessary documents within the stipulated deadline to confirm registration. Failure to do so may result in the offer being withdrawn.

4. **Admission Confirmation:** Once the documents are verified, parents are required to pay the tuition fee and submit post-dated cheques for the remaining terms.
o Admission is subject to approval by the Abu Dhabi Department of Education and Knowledge (ADEK) in the eSIS system.

o **Required Documents**

- **For the Student:**
o Color copies of the front and back pages of the passport, and visa page.

o Color copy of the valid Emirates ID (front and back).

o Color copy of the birth certificate.

▪ If born in the UAE or any other GCC country, the birth certificate is valid without attestation.

▪ If born in India and the birth certificate is in English, it must be attested by the UAE Embassy/Consulate and the Ministry of Foreign Affairs, Abu Dhabi.

▪ If born in India and the birth certificate is not in English, it must be translated by a legal translator and attested by the Ministry of Foreign Affairs, Abu Dhabi.

o Color copy of the report card from the last school attended (from Grade 2 & above).

o Color copy of the vaccination record (immunization card)

o 2 passport-size photos.

o **Transfer Certificate (TC)** and **Marksheet** (to be submitted after the completion of the current academic year).

▪ For KG until Grade 1, a TC is not required if the child joins at the beginning of the academic year.

▪ For students from India, the TC must be attested by the Education Officer and verified by the Indian Embassy and the UAE Foreign Affairs Ministry.

▪ For local transfers within Abu Dhabi, the eSIS No. and eSIS marksheet from the previous school must be submitted.

▪ For transfers from other Emirates, the TC must be attested by the Ministry of Education of that Emirate.

- For transfers from GCC countries, the School Leaving/Transfer Certificate must be attested by the Ministry of Education.
- A printed copy of the online application form.

- **For the Parents:**
- 1 Copy of the Passport of the father (first page, last page, and valid visa page).
- 1 Copy of the Passport of the mother (first page, last page, and valid visa page).
- Emirates ID Copy of the father (front and backside).
- Emirates ID Copy of the mother (front and backside).
- Tenancy contract or Electricity bill copy (Municipality Approved Tenancy Contract).