



Your Step-by-Step Guide to Registering Your Child

A simple roadmap for parents — from filling the form to walking through our gates. Follow it in order and you won't miss a thing.

 Use a laptop or desktop, not a phone, and have your documents scanned and ready before you start. Fields marked * are compulsory — incomplete forms can't be processed.

1. Golden Rules First

Five quick things to get right before you hit submit.

- **Names must match.** Student's name & date of birth must match the passport / Emirates ID exactly, or the application is cancelled.
- **Documents are mandatory.** No upload, no processing. Keep clear colour scans handy.
- **Double-check before submitting.** Review every field carefully — mistakes can't be fixed after submission.
- **Registering ≠ a seat.** An enquiry or registration does not guarantee placement.
- **Staff log in separately.** SSIS employees use their employee ID & password at the bottom of the form.

2. Is My Child the Right Age?

Age is calculated as on 31st March of the new academic year.

Grade	Minimum Age	Notes
KG1	4 years	—
KG2	5 years	For newly admitted students
Grade 1	6 years	For newly admitted students
Grade 2 & above	—	Based on attested Transfer Certificate & final report card

3. Who Gets Priority?

- **Siblings first.** Current SSIS families get priority — register with your parent portal ID to be considered under the sibling quota.
- **First come, first served.** Seats are shortlisted by registration order, subject to availability.
- **Sibling admission** still depends on seat availability and ADEK age criteria.

4. The Admission Journey

Four stages from registration to your child's first day.

1. Register Online

Fill the online form. You'll get an automated email with an application number and a link to complete the application and upload documents.

2. Shortlist & Assessment



Shortlisted students are invited via email for an interactive session (KG1 & KG2) or an assessment test (Grade 1 and above). Offer letters follow once the admissions team approves the application.

3. Confirm Registration

Complete enrolment / re-enrolment and submit remaining documents within the deadline. Missing the deadline may mean the offer is withdrawn.

4. Confirm Admission

Once documents are verified, pay the tuition fee and submit post-dated cheques for remaining terms. Final admission is subject to ADEK approval in the eSIS system.

5. Document Checklist

Scan clear colour copies of everything below — you'll upload these after registering.

For the Student

- Passport — front & back pages
- Emirates ID — front & back
- Birth certificate

UAE/GCC-born: no attestation needed. India-born: must be attested (translated first, if not in English).

- Last school report card (Grade 2 and above)
- Vaccination / immunization card
- 2 passport-size photos
- Transfer Certificate & Marksheet

Submitted after current academic year ends — see attestation rules below.

- Printed copy of the online application form

For the Parents

- Father's passport (first page & last page)
- Mother's passport (first page & last page)
- Father's Emirates ID — front & back
- Mother's Emirates ID — front & back
- Tenancy contract or water/electricity bill

Municipality-approved tenancy contract preferred.

6. Transfer Certificate: Attestation Quick Guide

Where your child is transferring from decides how the TC needs to be attested.

- **From India:** Attested by the Education Officer, then verified by the Indian Embassy and UAE Foreign Affairs Ministry.
- **Within Abu Dhabi:** Submit the eSIS number and eSIS marksheet from the previous school — no separate attestation needed.
- **From another Emirate:** Attested by that Emirate's Ministry of Education.
- **From a GCC country:** School Leaving / Transfer Certificate attested by the Ministry of Education there.

No TC needed for KG–Grade 1 if your child joins at the start of the academic year.



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★ **Remember:** incomplete applications, mismatched names/DOB, or missing documents are the top reasons registrations get delayed or cancelled. Getting your paperwork right the first time is the fastest route to a seat at SSIS.