

2. Essential Information and Assistance Provided to the Student Before Admission

1. Parent fills in the admission form, and the applicant is given some remedial classes, before appointing a date for an admission test.
2. Applicant is tested in English and Math as well as IQ test, and after passing the admission test, an interview is arranged for the applicant and parent with the principal/ Administration Manager to present to them the American system and the programs of study which students are going to deal with and explain to them the graduation requirements.
3. After the interview, parents receive a list of the required documents and certificates for filing. This file includes:
 - A copy of the guardian ID
 - A computerized birth certificate
 - 12 recent photos of the applicant
 - The student's book of health insurance
 - Form (#1) Electronic-government.
 - The primary stage certificate, sealed with the republic emblem.
 - The preparatory certificate including the advanced level grade, sealed with the republic emblem.
 - Educational sequence from Junior one to the last achieved academic year.
 - A success report with the High Level scores stamped by the previous school and approved by the Eastern Educational Directorate.
 - A copy of the student's passport.
4. Informing the parent that the documents above-mentioned are obtained only through filling 4 transformation forms stamped by the previous school and approved by the Private Education Sector and the students' affairs office at the Eastern Educational Directorate so as not to be subjected to rejection. The form with all the previous stamps will be approved by the student's affairs employee for processing.
5. The parent will receive a list of the school remittances and receive the school books.
6. Parents and students will be informed about the policies of the school through receiving a copy from the student parent handbook.
7. Parents and students are advised to log on the school website to review different students' activities.