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The English School

Founded 1953

Ministry of Education Requirements Checklist

The Private School Sector of the Ministry of Education requires the School keep an up-to-date file on every pupil which must contain the following documents:

Forms to print, complete and sign

- ☐ Application to Join a Foreign School, in English, signed where necessary
- ☐ Application to Join a Foreign School, in Arabic, signed where necessary
- ☐ Declaration Letter - Complete and sign
- ☐ Fee Schedule - Sign where appropriate
- ☐ Terms and Conditions - Complete and sign
- ☐ Medical Information Form - Complete and sign

Photographs and photocopies

- ☐ Three passport photographs of the pupil
- ☐ Photocopy of pupil's Birth Certificate
- ☐ Photocopy of pupil's Passport
- ☐ Photocopy of pupil's Civil I.D. or Dip Card, whichever is appropriate. - Both sides
OR
Photocopy of pupils valid Residency Stamp from their passport (or Exemption Certificate) if applicable
- ☐ Photocopy of Father's Civil I.D. - Both sides
- ☐ Photocopy of Mother's Civil I.D. - Both sides
- ☐ Photocopy of Father's Nationality – Kuwaiti's only
- ☐ Photocopy of report from previous school
- ☐ Photocopy of pupil's Immunizations

External documents to submit

- ☐ Transfer Certificate from previous school in Kuwait, or GCC (Attested).
- ☐ Medical File issued by the School Health Clinic of the Ministry of Public Health (To be completed once a place has been offered as paperwork from TES required)

Please ensure that these documents are submitted to the School before the date of your child's commencement at The English School. Whenever you renew your child's residency and Civil I.D please ensure the School is given a copy of both. This form must be returned to the Head of Admissions when complete.