

# Sarh Al Jaameah Private School (SAPS)

## Application Procedures and Checklist (English)

Full Name of Applicant (As it appears on his/her passport)

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Please ensure you provide all of the information required for your child's application. Incomplete forms may cause a delay in the admissions process. Applicants will only be considered based on the date a completed set of materials is provided.

Please use this checklist to record the documents you have submitted. The administration will begin reviewing applicant files for decisions upon receipt of all documents listed below.

1. \_\_\_\_\_ A Completed Application Form (*This must be completed in English*)
2. \_\_\_\_\_ One Confidential Reference Form. If the person writing the reference is going to send them separately, please indicate below.

### **Reference Included / Reference to be sent separately**

3. \_\_\_\_\_ A certified copy of the applicant's birth certificate, attested by the local embassy of the issuing country (**except Omani Nationals**) and also the Oman Ministry of Foreign Affairs. **If the certificate is not in English, an official English translation will need to be provided (completed by an official Oman legal translator.**
4. \_\_\_\_\_ A copy of the applicant's passport, including resident visa (**for non-Omani nationals**). If the residence visa is under process, it will need to be provided as soon as possible.
5. \_\_\_\_\_ A copy of the guardian's passport along with residence visa (**for non-Omani nationals**). If the residence visa is under process, please provide a letter from the company / sponsor that verifies this. The copy of the residence visa will need to be provided as soon as possible.
6. \_\_\_\_\_ Three years of previous school records/reports. **All records/reports should carry an official stamp of the previous school and must be in English. If they are not in English, an English translation will need to be provided (completed by an official UAE legal translator).**
7. \_\_\_\_\_ Six passport size photos.

**After you have submitted all the documents above, the Administration will review the file and contact you inviting your child for an Admission Exam.**

**Final documents that must be provided should the applicant accepted into the Sarh Al Jaameah Private School (SAPS):**

8. **(If the student is coming from another school within Oman)** A school transfer certificate issued by the applicant's previous school and certified by the Oman Ministry of Education.
9. A completed Student Health Form (**must include immunization dates**) and also a copy of applicant's immunization card.