

مدارس المجموعة العالمية  
**International Schools Group**  
(ROYAL DECREE 6656 DATED 18/3/1402 H.)

**MINISTRY APPROVAL APPLICATION FORM  
FOR NON SAUDI STUDENTS**

SCHOOL YEAR: 2011/2012

APPLICATION DATE: \_\_\_\_\_

APPLICATION # : \_\_\_\_\_

**SCHOOL APPLYING TO:**

SCHOOL LOCATION: \_\_\_\_\_

SECTION: \_\_\_\_\_

*(American or British)*

**STUDENT'S INFORMATION:**

STUDENT'S NAME (AS PER PASSPORT): \_\_\_\_\_

GRADE APPLYING FOR: \_\_\_\_\_

DATE OF BIRTH: dd \_\_\_\_\_ mm \_\_\_\_\_ yy \_\_\_\_\_, NATIONALITY: \_\_\_\_\_

PASSPORT NO.: \_\_\_\_\_, DATE OF ISSUE: dd \_\_\_\_\_ mm \_\_\_\_\_ yy \_\_\_\_\_

PLACE OF ISSUE: \_\_\_\_\_

RESIDENCE PERMIT NO.: \_\_\_\_\_, EXPIRATION DATE: dd \_\_\_\_\_ mm \_\_\_\_\_ yy \_\_\_\_\_

*(Hegira calendar)*

**PARENT'S INFORMATION:** (\*mother or father, whoever is the student's sponsor)

PARENT'S NAME: \_\_\_\_\_ NATIONALITY: \_\_\_\_\_

**SPONSOR / COMPANY NAME:** \_\_\_\_\_

PARENT'S WORK PLACE/CITY: \_\_\_\_\_, WORK PHONE NO.: \_\_\_\_\_

HOME PHONE NO.: \_\_\_\_\_, CELLPHONE NO.: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

MOTHER'S WORK NO. (IF APPLICABLE): \_\_\_\_\_

**NAME OF SCHOOL NOW ATTENDING IN SAUDI ARABIA:** \_\_\_\_\_

**NAME OF SCHOOL ATTENDED OUTSIDE SAUDI ARABIA:** \_\_\_\_\_

## International Schools Group

P.O. Box 31677  
Al Khobar 31952  
Saudi Arabia

Telephone: 966 3 330 0555  
Fax: 966 3 330 2450



ص . ب ٣١٦٧٧  
الخبر ٣١٩٥٢  
المملكة العربية السعودية

تلفون : ٩٦٦ ٣ ٣٣٠ ٠٥٥٥  
فاكس : ٩٦٦ ٣ ٣٣٠ ٢٤٥٠

Dear Parents,

As per Royal decree No. 6656 issued on January 24, 1982, which allows children to enroll at International Schools Group (ISG), and upon authorization by the Ministry of Education, parents may apply to enroll their children in our schools.

In order for the Approval Office to process your application, we request that you submit the following documents:

1. **TWO** accurately completed Ministry Approval Application Form, attached herewith.
2. **TWO** copies of the student's passport including visa page.
3. **TWO** complete copies of the family's residence permit (Iqama), which must be valid for at least three months.

If the student holds his own Iqama, then **TWO** copies of it and **TWO** copy of the parent's\* Iqama. (*\*mother or father, whoever is the student's sponsor only*).

4. **A.** If the student is transferring from a school abroad: **TWO** copies of the student's latest report card, or a transfer certificate from the school last attended; both documents must be attested by the Saudi Embassy and the Ministry of Foreign Affairs in the country from which the report card or the leaving certificate was issued.

**B.** If the student is transferring from an in-Kingdom school:

- **TWO** copies of the Ministry Approval obtained to enroll the student in the previous school.
- **TWO** letter from the school stating that all tuition fees were paid in full.
- **TWO** copies of the student's latest report card or leaving certificate. If the student is transferring from a school out of the Eastern Province, the report card and/or the leaving certificate must be attested by the Foreign Education Department of the area in which that school is located.

5. **TWO** currently issued letter from the parent's\* employer confirming parent's position. (*\*mother or father, whoever is the student's sponsor*)

Please note that International Schools Group does not, under any circumstances, allow any student to attend classes unless proper approval is obtained from the Ministry of Education in Riyadh. Furthermore, ISG will not lend or sell books to students unless such approval is obtained.

The Ministry Approval Office will make every effort to expedite the process of your child's application.

For any further information, please do not hesitate to call **Mrs. Muriel Daou, Ministry Approval-District Office, at (03) 330-0555 Ext. 3207.**

Yours truly,  
Ministry Approval Office  
International School Group