



Completing the registration process

Documentation:

For complete registration of the student with the Knowledge and Human Development Authority (KHDA) that regulate Private Schools within Dubai, the following is required:

- 1 X **copy** student's passport (including the UAE residence visa page)
- 1 X **copy** sponsor's passport (including the UAE residence visa page)
- 1 X **copy** student's Emirates ID (Emirates ID requires to be swiped at the electronic machine placed at the registrar office)
- 1 X **copy** sponsor's Emirates ID (Emirates ID requires to be swiped at the electronic machine placed at the registrar office)
- 1 X **copy** of student's birth certificate (English or Arabic)
- 4 X passport Photographs of student
- 1 X **copy** of Transfer certificate (only for overseas students, students from other Emirates and students from Government Schools joining Year 2 and above, not applicable for students transferring from Private schools within Dubai)
- 1 X **copy** of previous year of student's school reports in English
- 1 X **copy** of immunization records

All documentation must be provided before the student begins at SMART VISION SCHOOL. if you have any questions or concerns please contact the admissions office at admissions@svschool.ae

Student's Registration within Dubai Knowledge and Human Development Authority (KHDA)

A constructive partnership between the school and parents is key to ensuring students 'well-being is at the core their educational experience. It is beneficial for all concerned if this partnership is based on agreed terms and conditions set out clearly in a contract from KHDA has introduced as a Parent School Contract for all Schools in Dubai.

PARENT SCHOOL CONTRACT(PSC)

Parents are required to sign the Parent School Contract for each academic year (this is mandatory KHDA requirement). On receipt of KHDA's confirmation of the registration of the student for the academic year, parents will receive a notification from the Admissions office to sign the contract online at link <https://www.khda.gov.ae>

Failure to comply this mandatory requirement by KHDA will cause suspension of the student from attending classes and the student's registration with the school stands at risk.



REGISTRATION OF THE STUDENT ON THE KHDA SYSTEMS AND APPROVAL OF ADMISSION:

After Swiping the Original Emirates ID of the Student and one of the parent at the electronic machine at the registrar office the student will get the approval or rejection from KHDA after five working days. (in case of rejection parents will be immediately informed)

Parents are required to register their and their child's latest Emirates ID (EID) details with the school before the Parent School Contract is signed. Any changes to the EID's require to be updated on the system each academic year for the Parent School Contract for that year to be generated by KHDA for the Parent to sign. Please visit the registrar office to electronically swipe the original ID cards at the electronic machine placed at the registrar office for this purpose. Kindly carry the **original Emirates ID cards FOR PARENT AND STUDENT** and your mobile when you visit the registrar office to complete this formality.

Completion of the above is a KHDA mandate for official recognition of the student's registration with the school. The above documentation is prescribed by the Dubai Government for legitimate residence in the country and proper registration in a Dubai School.

Failure to comply may result in the school taking punitive action as mandated by KHDA, and this may range from temporary suspension to cancellation of admission.

In case you face any exceptional circumstances causing a delay in attaining an Emirates ID for yourself or your child, please provide the admission office with official documentary evidence for submission to KHDA.

Steps to be taken for the registration formality within Dubai Knowledge and Human Development Authority

| | Action | Responsibility |
|---------------|---|-----------------------|
| Step 1 | Submission of Transfer Certificate to our Admissions Office (applicable for overseas transfers and those coming from other Emirates in the UAE) | Parent |
| Step 2 | Emirates ID registration for the child and one parent by | Parent and School |

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|---------------|---|-----------------|
| | swiping through the electronic machines placed at our Admissions Office Note: you must bring your mobile phone on record as you will receive a one-time password (OTP) which is needed to complete the contract | |
| Step 3 | On completion of Step 1 and 2, KHDA will approve the registration and enables the school to generate the Parent School Contract for you | KHDA and school |
| Step 4 | Signing the Parent School Contract online as per instruction in Annex. 1 | Parent |

Steps for signing Parent School Contract through KHDA e-services or mobile application;

1. After the school publishes your child's contract in KHDA System, you will receive a SMS with the KHDA Parent/Contract link to access Happy Home Portal (Smart Parent - School Contact).

KHDA link to follow is: <https://www.khda.gov.ae> Parent Portal

2. Parents follow the above link to create an account- Sign up (either by email address/mobile/valid EID) –

Note: Mobile number should be entered in this format 971-00-0000000

3. Parents should receive an OTP (One Time Password) code to confirm creating the account

4. Once account created, the portal will show all students for this family

5. Parents will click on a student profile to start reading the contract

6. They will need to choose Parent/ School Contract



7. It will open page by page in the contract and parents should mark in the bottom that they read every single page
 8. Once all pages are read, parents should click on Red Bottom Square to sign the contract
 9. After marking all pages as read they will need to click on sign contract
 10. The Declaration page will open and parents should tick on the bottom (I agree to terms and conditions)
- confirm the signature and parents will receive an email.

For More info about the Parent School Contract, please refer to the KHDA Website:
<http://www.khda.gov.ae/>

Transfer Certificate

All Overseas School transfers, transfers from schools of other Emirates (not Dubai) and Government Schools joining Year 2 and above at the beginning of the academic year MUST supply the Smart Vision School Admissions Office with a copy of the Transfer /Leaving Certificate stamped/ attested as per the requirements of the KHDA, before joining the school. After the start of the academic year all of the above mentioned students require to submit the same with a 30-day validity (this includes FS2 & Year 1 students as well).

This document is compulsory for registering students with the Knowledge and Human Development Authority (KHDA) who regulates Private Schools within Dubai. Failure to supply the correct documentation, inhibiting this registration process, will lead to steps being taken which may result in non-promotion of the student at the end of the academic year, school reports being withheld and non-issue of any documentation from the school should the student leave.

What is a Transfer Certificate?

A Transfer Certificate (TC) is not the same as school records, reports or school transcripts. A TC should clearly state to which grade/year a student is promoted at the end of the year (if enrolling in September), or in which grade/year the student is currently enrolled (if enrolling midyear). Please use the sample provided (see next page) to assist your school in composing a TC if they are unfamiliar with the requirements.

Which stamps do I need for my Transfer Certificate?

These are dependent on the location of the school from which the student is transferring and the date of transfer, typically:



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| North America, West Europe, Australia or New Zealand, North Europe | School stamp and signature only |
| Middle East (except the UAE), South and Central America, Asia, former Soviet States, Eastern Europe and Africa | <ul style="list-style-type: none"> ● School stamp and signature ● Ministry of Education (in the country of the school's location) ● Ministry of Foreign Affairs (in the country of the school's location) ● UAE Embassy (in the country of the school's location) |
| GCC Countries (Oman, Kuwait, Qatar, Saudi Arabia, Bahrain) | Ministry of Education (in the country of the school's location) |
| Another Emirate of the UAE | School stamp and signature (TC must be in Arabic) |
| Dubai | Transfer request should be signed in the previous school to transfer the student file through KHDA |