

Edugates International School



EIS EDUGATES
INTERNATIONAL SCHOOL



Admission, Registration and Accounting Procedures [Building A]

Dear Guardian:

1. Head to the reception section and then you'll be escorted to the Admission and Registration department for each section in the school(boys-girls).
2. get the admission test from
*model EIS-02-F9:
 - Pink for KG
 - yellow for Grs 1,2,3
 - white for girls Section 4-12
 - blue for boys Section 5-12, then fill in the requested data and complete the administrative signatures, after that go to the accounting section to pay 230 S.R fees for the test.
3. The student will be escorted to his section to do his test and you will be informed with the results.
4. After taking the academic approval, head to the reception section and get the registration form *model EIS-02-F1, fill in the form with the requested data and provide the requested documents as in the last page.
5. Submit all the documents to the registration officer to get the school acceptance form *model EIS-02-F7.

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6. Get from the reception section:

- Academic calendar
- A List of School Uniform (student will receive his/her uniform in his/her class at the beginning of the year)
- A List of School Books according to each grade (you can check with the book store if you need any help)
- School Fees form
- School Bus registration form (If you want to register; you have to WhatsApp the transportation coordinator sending the location to know the Zone and the possibility)
- Number to the Accounting and wait for your turn
- See the Student Handbook (If you want)

7. Head to the Accounting Section:

Everything concerning prices, discount policies, ways of paying will be explained and then the custodian will be given registration agreement and payment schedule to sign and receive a copy. According to that, the student will be given a new number in the accounting program [E2425...] after that completing the process of payment for all the Fees (academic-computer-uniform-books-school bus) and receiving (invoices-list for receiving books).

8. Head to the store to receive the books according to the list.