



# Application Procedure

Thank you for your interest in our school. Below is a step-by-step guide to our application process.

All applications and supporting documentation must be submitted electronically to [admissions@agsgrmmr.sch.ae](mailto:admissions@agsgrmmr.sch.ae). Our primary method of communication will be email.

## There are 4 stages to the Admission Process

1. Application
2. Interview & Assessment  
(upon request)
3. Approval
4. Admission

### **1. Application**

To apply to Abu Dhabi Grammar School (Canada), students must provide the following:

- o Completed Application Package – (4 Pages)
- o Commitment to Co-operate
- o Confidential Reference Form (to be completed by previous school)
- o Valid copy of the student's UAE Emirates ID (front and back)
- o Valid copy of the student's passport
- o Student's most recent report card
- o Student's final report card (last academic year)
- o High school Students must provide a school stamped approved transcript from their last school
- o Enrolment letter from student's current school/nursery including eSIS number (for students within the UAE)
- o A recent (within the past 6 months) coloured passport-size photograph of the student.

Please provide valid colored copies of all required documents. **All documents must be in PDF format except for the photograph.**

Once all of the above documentation is submitted together via email ([admissions@agsgrmmr.sch.ae](mailto:admissions@agsgrmmr.sch.ae)), the application will be processed and evaluated by the admissions team. An application will not be processed until all of the documents noted above have been received. **Please note, due to the high number of applications received and seat availability, we will only contact those applicants who are selected to either register or sit for an Interview and Assessment based on seats available.**

### **2. Interview & Assessment**

Eligible students move to the Interview & Assessment stage, evaluating them based on age and grade. The admissions team schedules assessments and interviews. A 100Dhs cash fee is payable on the assessment date, deductible for enrolled students but nonrefundable for unsuccessful applicants. Please note the age requirements for the 2025-2026 school year from ADEK are:

	Date of Birth from	Date of Birth to	
KG1	2020 - 1 - September	2021 - 31 - August	Children enrolling in KG1 must be four years old on or before August 31 for schools starting in September. Children enrolling in KG2 must be five years old on or before August 31 for schools starting in September.
KG2	2019 - 1 - September	2020 - 31 - August	
1	2018 - 1 - September	2019 - 31 - August	



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### 3. Approval

According to an applicant's assessment results and/or received documentation, the applicant will be denied or approved for admission. Admission decisions are based on the school's admissions team and administration.

**The acceptance or rejection of an applicant to Abu Dhabi Grammar School (Canada) is final and non-negotiable. Each applicant will be given the chance to undergo the Interview & Assessment process only once.**

### 4. Admission

Successful applicants will receive a phone call or email of acceptance, inviting them to register at our school. To register, applicants must pay the registration fee and provide the remaining documents. The registration fee is 20% of the tuition fees for each child. This fee is deducted from the tuition fees.

**You will have seven days only to complete the documentation and pay the fee. The seat is not secure until the 20% registration fee is paid and documents are complete. After the seven day period the seat will be open for other students.**

To complete the registration process, please ensure you provide the following documentation to the school. Please bring colored copies of the documents (The school will NOT print them for you):

- Valid copy of the father's passport with a valid UAE residence visa for non-UAE national students.
- Valid copy of the father's Emirates ID (both sides) or copy of the application for Emirates ID.
- Valid copy of the mother's passport with a valid UAE residence visa for non-UAE national students.
- Valid copy of the mother's Emirates ID (both sides) or copy of the application for Emirates ID.
- Copy of the student's immunization records (vaccination card).
- Copy of the UAE health insurance card.
- Copy of the resident electricity bill, including the Premises ID #
- Birth certificate or any other official document of birth.

*Birth certificates must be attested by the Ministry of Health, Ministry of Foreign Affairs, and the Embassy of the country of origin, except for the United Arab Emirates, Canada, the United States of America, and Western Europe.)*

#### **For Students from Outside the UAE:**

- Original transfer letter from the previous school.  
*The letter should state the last date of attendance and the grade the student has been promoted to. The transfer letter must be attested by the Ministry of Education, Ministry of Foreign Affairs, and the Embassy of the country of origin, except for Canada, the United States of America, or Western European countries.*
- Final Report Card with the official school stamp.

**\*\*All documents must be in English or Arabic. If not, an official UAE translation is required.**