Admission & Registration

The Online Registration portal for the ensuing academic year **(2025 - 2026)** will commence from Sunday, **3ʳᵈ November 2024 at 9:00 a.m.**

- **CBSE: Nursery to Grade 9 and Grade 11 (for SIBLINGS, NON SIBLINGS & STAFF)**
- **IGCSE: Grade 3 to Grade 9 IGCSE and AS Level (for SIBLINGS, NON SIBLINGS & STAFF)**

POINTS TO BE NOTED:

- **ONLINE REGISTRATION DOES NOT MEAN ADMISSION.**
- **The registration form must be filled within 15 minutes.**
- Any Registration done before the mentioned dates will be considered invalid.
- **Transfer from MMEIS/ Al Yasmin**: If you wish to transfer your child from MMEIS/ Al Yasmin to NMEIS, kindly contact the NMEIS Admission Department personally.
- Admissions are strictly based on availability of seats. Siblings of students studying in NMEIS & MMEIS will be given preference.
- If you have already registered in NMEIS and later want to register in MMEIS, contact the NMEIS Admin. office personally to do the cancellation procedure.
- For Nursery & LKG admission, the mother and the child will be called to meet the Principal on a date (in January) which will be intimated through SMS on the registered mobile number.
- The required minimum age as on 1ˢᵗ April, 2025 is as follows:
  Nursery: 2 year 9 months
  LKG: 3 years and 8 months

Placement Test & Result:

- All admissions from UKG onwards are strictly based on the performance in the Placement Test which will be conducted from the month of January onwards.
- The syllabus for the Placement Test can be downloaded from the school website after December 2024.
- **Results will be announced on the school website** within 10 days of the placement test.
- Once admission is confirmed the seat will be valid only till the validity date as mentioned in the Admission Slip.
- Failure to complete the admission formalities within the stipulated time will lead to cancellation of Admission.
- The Management reserves the right to reject any admission without assigning any reason.
- All admissions are strictly subjected to the approval from the Ministry of Education.

Admission Requirements:

You are kindly requested to submit the following documents, arranged as per given sequence, at the time of admission:

1. Copy of birth certificate <u>(Certified translation in English or Arabic, if it is in any other language).</u>
2. Copy of student's valid Iqama along with Absher print out.
3. Copy of student's sponsor (Father/ Mother) valid Iqama along with Absher print out.
4. Copy of student's valid Passport.
5. Immunization card copy (Front & Back). <u>(Certified translation in English or Arabic if it is in any other language).</u>
7. Original Report cards of all the previous grades from Grade 1 onwards.

a) Last academic year report card to be attested by Saudi Embassy, Saudi Culture attaché or Ministry of Foreign Affairs and Ministry of Education from country of issue, if coming from outside KSA.

b) Last academic year report card to be attested by the Ministry of Education if coming from any other region within KSA.

c) Attested by the Ministry of Education if coming from Non-Indian curriculum within Riyadh.

8. First Semester report card if joining school in second semester. (Attested as mentioned in point #7)
9. Fee Clearance Letter from previous school.
10. Original Transfer Certificate from the previous school.
11. Employment letter from the guardian's Company.
12. Student's Admission Form.
13. Child's recent photograph – 3 copies.

To be added on the website:

New registrations for the Academic year 2025 – 26 will commence on Sunday, 3rd November 2024.