



# مدرسة الآفاق الحديثة ذ.م.م NEW HORIZON SCHOOL W.L.L

## *Guidelines for Student Transfers*

We are dedicated to facilitating a seamless and efficient transfer process for students enrolling in our school. To ensure the process is completed successfully, parents are kindly requested to adhere to the procedures outlined below. These guidelines provide detailed instructions for students transferring from outside the Kingdom of Bahrain or from other schools within Bahrain.

Category	Steps
<b>Transfer from Outside Bahrain</b>	<ol style="list-style-type: none"><li><b>1. Attestation of Transfer Certificate (TC):</b> Parents must get the TC attested by the following authorities in their home country:<ul style="list-style-type: none"><li>- Ministry of Education</li><li>- Ministry of Foreign Affairs</li><li>- Embassy of Bahrain.</li></ul>Ensure that the report card is attached to the TC.</li><li><b>2. Alternate Attestation Options:</b> The TC can be attested with an Apostille if applicable, or parents can arrange for attestation in Bahrain through authorized agencies.</li><li><b>3. Submission to Bahrain's Ministry of Education:</b> Submit the attested TC and the Report Card to the Ministry of Education in Bahrain to obtain an equivalency certificate.</li><li><b>4. Submission to School:</b> Provide the equivalency certificate along with all other required documents to the school to finalize the admission process.</li></ol> <p><b>Note:</b> The TC must clearly state that the student is <b>promoted to the next grade</b> from their previous school. If the TC mentions that the student is <b>"currently studying"</b> the child will remain in the same grade at our school.</p>
<b>From Within Bahrain (Local Transfer)</b>	<ol style="list-style-type: none"><li><b>1. Acceptance Letter from the School:</b> Obtain an acceptance letter from our school to initiate the transfer process.</li><li><b>2. Online Transfer Request:</b> Visit the Bahrain.bh website at <a href="https://services.bahrain.bh/">https://services.bahrain.bh/</a>. Submit the <b>Transfer Request</b> online and upload all required documents through the portal.</li><li><b>3. Approval Process:</b> Once the request is processed, our school will receive the necessary approval to complete the student's transfer.</li></ol>

By following these steps and ensuring all documents are in order, parents can help streamline the admission process for their child. Please ensure that the transfer certificate (TC) is properly attested and specifies the student's promotion to the next grade, as this is critical for grade placement. For any additional support or clarification, feel free to contact our admissions office.

We look forward to welcoming your child to our school!