

Admission Form

**** This section is for MLS Administration use only – please DO NOT write in it.**

Last Name: _____ First Name: _____
Entering Grade: _____ DOB: _____

Dear Prospective Parents,

We are excited that you have chosen MLS for your child's education!

Please take a moment to complete the inside of this Admission Form and attach all other required documents before returning it to the MLS Admin Office.

Registration Process

- Once your completed application package is received, it will be processed as soon as possible, and an admission assessment will be scheduled if there is room in the age-appropriate grade level
- All children must be assessed before being accepted to MLS
- Administration will contact you within three days of your child's assessment to inform you if your child has been accepted
- Applicants who pass our assessment test and have completed all required information will be sent an official acceptance letter and an invoice by the Finance Department
- A child may start at MLS as soon as all outstanding financial obligations are met

Documents Required for Registration

- 1 completed MLS Admission Form
- 1 completed MLS Medical Report
- 1 completed MLS Allergy Form
- 1 completed MLS Letter of No Objection
- Signed MLS Parent Commitment Letter
- Signed MLS Informed Parental Consent
- Signed MLS Parent Financial Contract
- Copy of Child's Birth Certificate
- Copy of Child's Immunization Record
- Copy of Child's Passport
- Copy of Both Parents' Passports
- Copy of Family ID (Saudi nationals)
- Copy of Father's and Child's Iqama, (non-Saudi nationals)
- Father/Guardian's Letter of Employment to prove sponsorship, (non-Saudi nationals only)
- Copy of Child's & Father's initial Entry Visas to Saudi Arabia, (non-Saudi nationals only)
- 2 passport-size photographs of the child
- Copies of reports from ANY previous schools or daycare – see Page 2
- A Letter of Recommendation from a current MLS parent (If applicable)

BACKGROUND INFORMATION

Student's name:			
<i>Last</i>	<i>First</i>	<i>Middle</i>	
Date of Birth:	(dd/mm/yyyy)	Gender	
Nationality:		Place of birth	
Mother		Father	
Full Name		Full Name	
Nationality		Nationality	
Languages		Languages	
Date of Birth		Date of Birth	
Educational Background		Educational Background	
Occupation		Occupation	
Place of Work		Place of Work	
Home Telephone		Home Telephone	
Mobile Number		Mobile Number	
Email Address		Email Address	

ABOUT YOUR CHILD

Child's first language	Child's second language
Languages spoken at home	Countries child has lived in

Does your child have any physical, social or learning needs we should be aware of ?
(Use reverse page if needed)

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What school (s) has the applicant attended during the past **four** full academic years (most recent first)?

School Name	Country	Grade Level	Language of Instruction

Please note that:

- Students in Grade 1 and above who are transferring from outside KSA need their report cards authenticated by the local Saudi Embassy
- Students in Grade 1 and above who are transferring from outside Riyadh need their report cards authenticated by the Ministry of Education in the city where they last attended school

SIBLINGS

1 st Sibling's Name		Date of Birth	
School attending		Gender	
2 nd Sibling's Name		Date of Birth	
School attending		Gender	
3 rd Siblings Name		Date of Birth	
School attending		Gender	

EMERGENCY CONTACT – NOT MOTHER OR FATHER

1st Emergency Contact Name

Relationship to the child:

Contact Phone Number

2nd Emergency Contact Name

Relationship to the child:

Contact Phone Number

Nanny's Name

Nanny's Phone Number

Please inform the Emergency Contact named above that they have been listed as an Emergency Contact with MLS

Does your child have any allergies?

YES / NO

If Yes, please give details and complete the enclosed Allergy Form:

Does your child have any medical conditions?

YES/NO

If YES, please give details:

I certify that the information provided in this application form is true and accurate. I understand that providing false information or withholding pertinent information may forfeit my child's opportunity to attend MLS. By signing below I agree to the policies and procedures set forth by MLS Administration provided to me in the Parents Handbook.

Parent's Name: _____

Parent's Signature: _____

Date: _____

