



The following documents have to be included with the application form:

- Certified copy of birth certificate.
 - Copy of passport.
 - Copy of family book (for Jordanians only).
 - Copy of immunization records.
 - Four recent photographs.
 - Copy of valid residency (for non-Jordanians).
 - Official transcripts/school reports (from the past three years).
 - Confidential references (for Grades 6 and above).
 - Filled Medical Form and Letter of Undertaking.
- * Note: The school does not retain declined applications. Parents may choose to make a full reapplication for the following year.

Ministry of Education Requirements:

A. Students transferring to College de la Salle from other schools in Jordan:

1. Will be provided with an Acceptance Letter to give to the previous school.
2. Previous school should be asked to transfer the student's file electronically via (OpenEMIS), the Education Management Information System used by the Ministry of Education in Jordan.
3. Previous school should provide the parents with the Transfer Letter, latest Ministry Report Card and the student's file to hand them over to College de la Salle.

B. Students transferring from outside Jordan must provide certified school reports from the following authorities in this sequence:

1. Ministry of Education (in the country which the student is arriving from).
2. Jordanian Embassy or Jordanian Cultural Attaché (for Jordanians) OR Ministry of Foreign Affairs (for non-Jordanians). If there is no Embassy or Cultural Attaché, the Jordanian Ministry of Foreign Affairs will acknowledge certification from the Ministry of Education in the country of origin as sufficient.
3. Upon arrival to Jordan: Ministry of Foreign Affairs (Amman/Tel: 06573150).
4. Directorate of Examinations & Tests (Jabal al-Webdeh/ Tel: 064624814) for report equivalence.
5. Directorate of Private Education (Jabal Al-Hussein/ Tel: 06469603), for an official acceptance letter.

* Note: Directorate of Examinations & Tests and Directorate of Private Education will request originals and copies of passport, acceptance letter from College de la Salle and valid residency for non-Jordanian students.

* Students with UK school transcripts must certify their reports at The British Council (Jabal Amman/ Tel: 064603420), then steps 4 and 5 only.