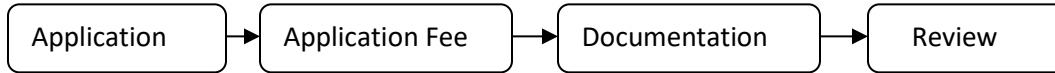




HOW TO REGISTER WITH GEMS WELLINGTON ACADEMY-AL KHAIL



1. **Application** - Complete our online registration form at www.gemswellingtonacademy-alkhail.com
2. **Payment of Application Fee** – AED525 (inclusive of VAT) may be paid online or in person at the School Cashier. Please be aware we cannot process applications until the Application fee and all required documents (listed below) are submitted.
3. **Documentation** – documents can be uploaded onto the application or can be emailed to registrar_wek@gemsedu.com or uploaded onto your application:

Copy of the student’s passport	
Copy of student’s residence visa (when available)	
Copy of the UAE ID for student and parent (when available)	
Copy of the parent/guardian’s passport	
Copy of parent/guardian’s residence visa (when available)	
Copy of the student’s birth certificate	
Copy of student’s last two years school/nursery reports	
Full details of any ‘special education’ referrals	
Copy of the student’s vaccination certificate	
Completed medical declaration form	
Transfer certificate from previous school (once the place is offered- before the child starts)	

4. Foundation/Primary/Secondary reports from previous school/nurseries will be reviewed by the academic teaching staff and if deemed necessary, may be followed by an assessment or interview.
5. **We do rollover applications in case you are unable to be placed in the academic year that you are applying for.**

Please refer to our website www.gemswellingtonacademy-alkhail.com for further information.



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