



# Enrollment Application Form

Last date of submission on or before (For office use):        /        /

**Student Information: Student's Name as printed on Passport/Birth Certificate**

Student's First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Family Name: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

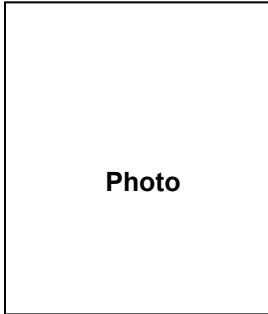
Gender: \_\_\_\_\_ Nationality: \_\_\_\_\_

Language Spoken at Home: \_\_\_\_\_ Other languages: \_\_\_\_\_

Student's Religion: \_\_\_\_\_

Student's Resident/ Qatar ID No: \_\_\_\_\_

Applying for grade: \_\_\_\_\_ Academic Year: \_\_\_\_\_



**Schools Previously Attended:**

Name of the School	Country	Academic Year Attended	Grade Level
_____	_____	_____	_____
_____	_____	_____	_____

**Other siblings at EIS? Please list their names, age and grade:**

\_\_\_\_\_  
\_\_\_\_\_

**Family Information and Contact Details:**

	FATHER'S DETAILS	MOTHER'S DETAILS
Name		
Nationality		
Occupation		
Sponsor name		
Company name		
Company PO Box		
Work phone/fax		
Mobile number		
Home number		
Address	Municipality:..... Zone No:..... Street Name:..... Street No:..... Building/Villa/Flat No:.....	Municipality:..... Zone No:..... Street Name:..... Street No:..... Building/Villa/Flat No:.....
Home PO Box		
Email		

**Emergency Contact Numbers:** (when parents are not available)

1) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

I hereby acknowledge and agree that my child will be subject to rules, regulations and discipline of the school and shall actively participate in all school activities. I shall pay all fees before the due date.

Name of the Parent: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Date: \_\_\_\_\_

# Confidential Medical, Emergency and Permission Information

Student's Name: \_\_\_\_\_ Academic Year: 20 /20

Please answer all questions and give brief details (if possible) where the answer is "yes".

**YES / NO**

1. Does your child have any known medical condition or allergies?  
.....  
..... \_\_\_ / \_\_\_
  
2. Has your child ever been admitted to a hospital or required special home treatment?  
.....  
..... \_\_\_ / \_\_\_
  
3. Does your child have any ear or hearing problems?  
.....  
..... \_\_\_ / \_\_\_
  
4. Does your child have any speech or language problems?  
.....  
..... \_\_\_ / \_\_\_
  
5. Does your child have any eye or vision problems or wear glasses?  
.....  
..... \_\_\_ / \_\_\_
  
6. Are there any other problems, medical, physical, psychological or emotional that might affect your child's behavior or require special attention?  
.....  
.....
  
7. Please underline/circle the correct statement

My child is      RIGHT-HANDED      LEFT-HANDED      UNDECIDED

## UNDERTAKING

In the event of my child taking up a place at Elite International School, I hereby undertake and I agree that:

1. My child shall abide by the rules, regulations, and discipline as laid down by the Senior Management Office or the designated representatives, and as indicated in the School's Code of Conduct Policy Document.
2. I shall pay the required registration fee for each child of the family entering the school. This fee is **non-refundable and non-transferable**. I understand that if I withdraw my child from the school in order to attend another school, I will be liable to pay the registration fee again if the child re-enters Elite International School at a later date.
3. I absolve Elite International School, its employees and its agents from any responsibility for:
  - The loss of valuables.
  - Accidents or mishaps occasioned by participating in normal school activities including organized sports, gymnastics, informal play and practical work.
  - The welfare and safety of my child outside the official timetable day.
  - Elite International School will not accept responsibility for the safe delivery and collection of children to and/or from school unless you have contracted the school's transportation service.
4. I shall give the school **at least one month notice** of my intention to withdraw my child.
5. The persons allowed to pick up my child from the school are:

Name	Relationship with child	Contact Number

(Please attach copies of the Qatar ID cards of the persons authorized to pick up your child.)

I hereby sign below, confirming that I have read and understood the above undertaking and the School's Code of Conduct Policy, and that I agree to be bound by the terms and conditions set out in both documents.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## School Bus Application Form

Please fill out the form and kindly return it to the reception desk. School bus fees have to be paid in advance.

Bus Service	Per Semester
Two ways	6,600
One way	4,620

This service covers all areas in Doha city except Al- Wakrah and Al- Khor areas.

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Student's Name: \_\_\_\_\_ Grade : \_\_\_\_\_

Parents / Guardian's Name: \_\_\_\_\_

Parents / Guardian's Contact telephone numbers:

(Home): \_\_\_\_\_ (Work): \_\_\_\_\_ (Mobile): \_\_\_\_\_

LOCATION:

Area \_\_\_\_\_ Zone (Area's Number): \_\_\_\_\_

Street Name & No: \_\_\_\_\_

Compound/Building Name & Villa/Flat No: \_\_\_\_\_

I am responsible to take the decision to use the bus service of Elite International School for my child.

Parents/ Guardian's Signature: \_\_\_\_\_

A list of contact numbers will be given to the drivers in case of delay or emergency

**Application form along with fees agreement form must be returned to the school within three days**

# APPLICATION PROCEDURE TO BE FOLLOWED BY PARENTS

EIS admits students based on EIS admission assessment policy and requirements.

Visit the school between 7:00 am and 12:00 noon to fill out the entrance exam application form and submit it along with all required documents. Applications can also be downloaded from the school website [www.eliteintschool.com](http://www.eliteintschool.com).

## **The documents required for the entrance exam**

- Duly filled entrance exam application form
- Sight of the original and copy of birth certificate
- Copy of mother's and father's valid passports and Qatar ID cards
- Sight of the original and copy of passport & valid residence visa for students
- Sight of the original and copy of vaccination record
- Report card (original and copy) from previous nursery/school
- Parents' questionnaire
- Undertaking prior to entrance exam
- Recommendation form from previous nursery/school.

Once a fully submitted entrance exam application is received and processed, parents will be notified of the entrance exam date. On the entrance exam day, parents must pay the assessment fee for grade 1 and above (non-refundable and non-transferable) and applicants will be assessed on the same day by the academic team as well as the social worker. Applicants will be individually/group wise assessed. Parents are advised to inform their child that the entrance exam will be done in the absence of parents and parents will not be allowed to accompany them in the assessment room.

The initial admission assessment does not guarantee that a seat will be held. Seats will be offered based on the school board policy and priority once a student qualifies. The result will be communicated within three working days.

The successful applicants need to submit the enrollment application form along with all required documents within a week of being informed about the result. The application can be collected from the school or downloaded from the school website.

## **Admission Documentation Requirements**

- Duly filled enrollment application form
- Four (4) recent passport photographs
- A signed fees regulations agreement form
- Fees / Payment clearance letter from the previous school
- Completed medical form (attached with application form)
- Health evaluation certification and health record document from health center
- Letter of employment from the child's sponsor's workplace  
Report card/certificate (original and copy) authenticated by the Ministry of Foreign Affairs of Qatar (only for students coming from schools outside Qatar).

Successful applicants will be enrolled at EIS once they submit the documents mentioned above on or before the date mentioned in the application form and upon making the payment (non-refundable and non-transferable).

Failure to pay the fees or to submit the duly filled application form along with all required documents before the deadline will result in the applicant losing the seat.

**\*Note: Children in diapers will not be admitted**

# ELITE INTERNATIONAL SCHOOL ARABIC AND ISLAMIC STUDIES REQUEST FORM

1- Arabic language is optional for non-Arabic speakers ONLY.

2- Islamic studies is optional for non-Muslims ONLY.

Dear Parents,

Please tick your preferences and sign the form. (Tick "YES" for the subject/s you want your child to take, tick "NO" for the subject/s you don't want your child to take).

Student's name \_\_\_\_\_ Grade: \_\_\_\_\_

SUBJECT	YES		NO
	Regular Student	Listener only	
ARABIC			
ISLAMIC STUDIES			

If you choose "NO", please indicate which activities, based on your child's interests, you want him or her to take part in.

Arts  Library Media Center  ICT

Please return the filled form to the administration office.

Parent's name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Registration Information for Academic Year 2026 - 2027

<b>Class</b>	<b>Minimum Age</b> (as of 30/09/2026)	<b>Maximum Age</b> (as of 30/09/2026)	<b>Cut Off Date for Registration Year Group</b>
Pre- School	3 years	3 Years 11 months 29 days	30/09/2023
Pre- K	4 years	4 Years 11 months 29 days	30/09/2022
K	5 years	5 Years 11 months 29 days	30/09/2021
Grade 1	6 years	6 Years 11 months 29 days	30/09/2020
Grade 2	7 years	7 Years 11 months 29 days	30/09/2019
Grade 3	8 years	8 Years 11 months 29 days	30/09/2018
Grade 4	9 years	9 Years 11 months 29 days	30/09/2017
Grade 5	10 years	10 Years 11 months 29 days	30/09/2016
Grade 6	11 years	11 Years 11 months 29 days	30/09/2015
Grade 7	12 years	12 Years 11 months 29 days	30/09/2014
Grade 8	13 years	13 Years 11 months 29 days	30/09/2013
Grade 9	14 years	14 Years 11 months 29 days	30/09/2012
Grade 10	15 years	15 Years 11 months 29 days	30/09/2011
Grade 11	16 years	16 Years 11 months 29 days	30/09/2010
Grade 12	17 years	17 Years 11 months 29 days	30/09/2009

# **ELITE INTERNATIONAL SCHOOL VISION, MISSION, BELIEFS, OBJECTIVES AND VALUES**

## **VISION**

EIS empowers academically excellent and emotionally resilient learners who embody Qatari values and thrive in a rapidly changing world.

## **MISSION**

We equip all learners with rigorous academic knowledge, 21st-century competencies, social-emotional skills, and Qatari values to achieve lifelong success.

## **Values**

### **Respect**

EIS aims to promote respect, cooperation, communication, and courteous interactions among its students, parents, staff, and administration, in order to create a positive learning environment in which an atmosphere of mutual trust is maintained. Positive attitudes and the development of professional working relationships are essential to the school.

### **Responsibility**

Students feel responsible for their own learning and behavior by providing them with a flexible learning environment, tailored to their specific needs. Being part of UNESCO associated schools network (ASPnet), the school promotes social responsibility among its students who address global challenges through on-going projects, fulfilling their role as effective members of society.

### **Communication**

To ensure students' success, EIS encourages and recognizes the importance of communication among its students, parents, staff and administration. We uphold a commitment toward effective dialogue among all parties.

### **Excellence in Teaching and Learning**

We remain committed to instructional and assessment effectiveness to ensure student's learning progression, and achievement of excellence. The school strives to provide opportunities for professional development to its staff members who take an active role in improving their own skills and knowledge so as to take students' learning into new heights.

## OBJECTIVES

1. To foster academic excellence and mastery across all subject areas, enabling every student to achieve his/her fullest potential and exceed recognized academic standards
2. To nurture students' emotional, social, and physical well-being, fostering resilience, empathy, and personal growth in a supportive learning environment
3. To equip students with critical thinking, creativity, communication, collaboration, and ethical digital literacy skills necessary for lifelong learning and success in a global society
4. To promote integrity, civic responsibility, and pride in Qatari identity, alongside global awareness, respect for diversity, and commitment to sustainability
5. To ensure an inclusive, safe, and welcoming school climate where diversity is respected, and every student feels valued and supported
6. To foster meaningful partnerships with families and the wider community, recognizing their essential role in enriching educational experiences and student achievement
7. To cultivate a culture of continuous improvement, collaboration, and professional learning among staff, promoting innovative teaching practices

## ELITE INTERNATIONAL SCHOOL ATTENDANCE POLICY

### a) Drop-Off / Pick-Up

#### Students' Morning Arrival Procedure

- School gates will be open only at 6:30 am
- Preschool to K students should use gate 3 and then door (D3) only during their arrival time at 7:00 am
- Grades 1 to 12 students should use gate 2 and then door (D2) only during their arrival time at 7:00 am
- Middle/High School girls will use staircase 1 (ST1) and Middle/High School boys will use staircase 3 (ST3) during morning arrival time and afternoon dismissal time.
- **At 7:15 am, gate 2 and gate 3 will be closed. The entry to the school will be through Gate 1 only.**

#### Students' Afternoon Dismissal Procedure

- Preschool to K students should be collected by the parents (using gate 3) directly from the classrooms using the doors facing the outdoor area of each classroom.
- Gate 3 will be open from 12:45 pm to 2:15 pm only
- Grades 1 to 3 students should be collected by the parents (using gate 2) directly from the Canteen (using Canteen gates 1 or 2). The Canteen location is in the middle of the school, and the car parking is near door (D2).
- Grades 4 to 12 students should be collected by the parents (using gate 2) directly from the Gym Hall (using Gym gates 1 or 2).
- Grade 6 to 12 girls should be collected by parents (using gate 2) directly from the Canteen (using Canteen gates 1 or 2).
- Gate 2 will be open from 1:40 pm to 2:30 pm

**Note: All school gates will be closed from 12:30 pm to 1:15 pm**

## **b) Lateness**

Students' attendance/registering at school will be at 7:00 am.

### **A- Late (15) minutes after registration:**

- Three times of lateness per semester will result in a verbal warning.
- Ten times of lateness per semester will result in a written warning.
- Fifteen times of lateness per semester will result in a meeting with parents.
- Twenty times of lateness per semester will result in undertaking by the parents.

### **B- Late more than (15) minutes after registration:**

- No students will be allowed to enter the school after 7:30 am unless provided with a medical certificate or prior approval from the school administration.

**Excused lateness must be pre-arranged the day before with the office.**

## **c) Absences**

- A student should only be absent in case of emergencies such as illness or death in the family.
- An absence due to sickness will be considered excused if a doctor's note accompanies the child to school.
- For students absent for two or more days due to illness, only doctor's note will be accepted.
- For students absent for more than three days without a doctor's note, the parents will be required to meet with the administration prior to returning to school.
- A student who misses an excess of ten or more days, excused or not, will be referred to the executive committee to determine if they should continue their enrolment in the school.

We hope for your understanding and cooperation.