

Welcome to Al Muktashef Int'l School- Jeddah

The admissions office is opened daily from 08:00 am till 02:00 pm, Sunday to Thursday throughout the school year. You are kindly requested to call the school to take an appointment with the admissions office in case you need to schedule a school tour or to see the school registrar.

Ideal Time to Apply

The ideal time to start the application process would be March of every year. Placement tests will take place in March. Places for September are usually finalized by June.

Process

All prospective students wishing to register and enroll at MIS must adhere to the admission policy. Priority for admission will be given to current re-enrolling students and their siblings. Students requesting to register after the closing date of general registration will be placed on a first-come-first-serve basis.

Once classes are full, prospective applicants will be placed on a waiting list, which does not guarantee placement.

It is the policy of the school to selectively admit any student to the school that completes all application information along with all documents necessary for registration and successfully pass the entrance interview and placement test.

After the student passes the placement test, all applications and required documents must be received and approved by the school concerned administrators in order for the student to be accepted. All decisions for admission and placement will be made strictly in the best interest of the applicant; therefore the school reserves the right to deny testing or placement.



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- 📍 MIS 1 Al Shate'e 4 Dist, Jeddah, KSA.
- 📍 MIS 2 Al Naem Dist, Jeddah, KSA.
- 📍 MIS 3 Al Zahra Dist, Jeddah, KSA.
- 📍 MIS 4 Al Mohamdiah Dist, Jeddah, KSA.
- 📍 MIS 5 Downtown Al Shate'e 1 Dist, Jeddah, KSA.
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Prospective students must successfully pass the placement test and achieve grade level scores with minimum 60 % to be considered for placement.

An assessment fee (non-refundable / non-deductible) must be paid in the accountant's office prior to the test.

After the student passes the placement test, the school's admissions committee will review the prospective student's application, transcripts and report cards for the past three years from previous schools to determine if the student is eligible to be accepted in MIS.

It is the responsibility of parents to inform the registrar if they are aware of any special educational needs and difficulties that the student may have at the time of submission of the application. Students suspected of requiring special educational needs that cannot be provided by the school may be asked to provide assessment information from independent professional evaluation centers prior to making a decision for eligibility for admission and placement testing. Based upon test results, the school reserves the right to offer various options such as acceptance, denial of admission or acceptance to a lower level.

Admission Form

The admission forms must be completed fully and accurately. All relevant information must be declared including details of any disciplinary, social, physical, medical or psychological problems.

Needed Documents

Completed application package

- Application Form - MIS Parents Agreement
- Form (8): Payments
- Form (9): School transportation (if required)
- Form (10): Student Medical Report



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- Copy of the student's passport and a copy of the guardian's passport
- Copy of Residence Permit/ID (Iqama) of both the student and the guardian
- Saudi students should provide a copy of the family card
- Six passport sized photos of the student

Transcripts:

- Students must submit all official transcripts for a minimum of three years prior to application for admission to MIS. Students entering during the school year must also submit school records for the current year-to-date.
- All Transcripts or Report Cards in a language other than English must also be accompanied by a notarized translation.
- Transcripts must be authenticated by the Saudi Embassy in the country in which the student last attended if the student is transferring from a school outside Saudi Arabia.

Special education records (if any):

- A letter stating that the parents have no pending financial issues from the previous school
- Student's medical report should be authenticated from an authorized hospital.
- Student's birth certificate
- Student's vaccination report

Note: The original passport, the Iqama and the birth certificate should be brought to the school with the other documents for conformity.

Student Records from Other Schools

MIS requires student records from the applicant's previous school before any student is accepted. These records include reports, and transcripts. MIS reserves the right to contact the applicant's previous school prior to acceptance.

Age Requirement

The age requirements of the school follow the Saudi Ministry of Education rules and regulations which are as follows:

Grade	KG 1	KG 2	KG 3	Grade 1
Age	3 years	4 years	5 years	5 Y + 6 M - 6 years (attending 1 year in KGs section)



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Admissions for Early Childhood Program (Kindergarten)

Students are admitted to the MIS Early Childhood Program based on observations during a student visit. Students are admitted based on their readiness levels in the social & emotional, self-care, cognitive, and motor domains. All children admitted to the program must be fully toilet trained and have an acceptable level of self-help skills. English language proficiency is not a requirement for admission to the Early Childhood Program.

Enrollment

-Registration fees, books, and any other payments are non-refundable and non-transferable at any time. They are paid as detailed in the school fee schedule and in accordance with the School's Policy.

-A one-time, non-refundable registration fee is to be paid by all new students entering the school for the first time upon the acceptance of the student.

-A reservation fee is paid to reserve a place for the next school year and will be deducted from the school fees of the upcoming academic year.

-The School reserves the right to increase the fees for the next school year at any time prior to the expiration of the present school year.

-MIS Parents Agreement: The student will not be considered registered at MIS and in Noor MoE system unless he/she signs the contract and the relative registration documents. This stipulation is mandated by the MoE even if the school fees have been paid. Accordingly, the parent/s should physically come to the school to complete the registration process in person as stated above.

-If the applicant is to be accepted by MIS, then he/she has to comply with all its policies and procedures, memos, and abide by the terms and regulations of the school agreement.



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