

## **ADMISSION PROCESS**

### **To apply, please provide the following documents before testing:**

1. **Application form** completed entirely (in **both English & Arabic**) signed by the parent or legal guardian.
2. Two recent passport size photographs.
3. Copy of Student's Birth Certificate with full immunization.
4. Copy of Student's, Mother's and Father's / Guardian's Civil ID cards.
5. Copy of Student's and Father's / Guardian's Passport for all students.
6. Copy of Student's and Father's valid Residency page for non Kuwaiti Students.
7. Copy of Father's Nationality certificate for Kuwaitis.
8. Copy of Official Transcripts or report cards from last three years including the current year from previous school.
9. A non-refundable Application fee of KD 45 is payable prior to or on the day of the Assessment test.

### **After Acceptance Please Submit:**

10. A complete Health File from Kuwait Ministry of Health / previous school.
11. Financial Clearance Certificate from previous school.
12. Original Transfer Certificate from previous school (Students transferring from another school in Kuwait).

**Please note: Once All the above documents have been submitted to the Admissions Office,**

**UAS will confirm a student's start date, If the students file is incomplete, the student cannot start school.**

**It is a requirement stated by the Ministry of Education.**

**I, Father/ Guardian of:** \_\_\_\_\_ **Declare that:**

I understand that my son/daughter will not be allowed in class before completing all the above-mentioned required documents.

And I understand that the rules and regulations of the Ministry of Education in the State of Kuwait state that **student's enrollment at any school in Kuwait should be done by the Father/ Guardian.**

In the case of parent deceased, a death certificate should be submitted to school. In the case of divorced or separated parents, a court order must identify the **educational custody carrier** and must be submitted to school.

Father/ Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT ENROLLMENT FORM  
FOR 2011/2012**

\*\*\*\*\*

GRADE APPLIED: -----

ACCT. NO. : -----

**STUDENT INFORMATION**

STUDENT FULL NAME: -----  
 -----  
 (As written in passport) (FIRST) (MIDDLE) (FAMILY)  
 DATE OF BIRTH: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ PLACE OF BIRTH: -----  
 (DAY) (MONTH) (YEAR)  
 SEX: M - F NATIONALITY (by passport): ----- RELIGION: -----  
 -----  
 US. SOCIAL SECURITY #: -----  
 -----  
 REASON FOR SELECTING U.A.S.: -----  
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**PARENT INFORMATION**

|                            | <u>1<sup>ST</sup> PARENT</u>  | <u>2<sup>ND</sup> PARENT</u>  |
|----------------------------|---|---|
| - FULL NAME:               | -----   | -----   |
| - RELATIONSHIP TO STUDENT: | -----   | -----   |
| - NATIONALITY:             | -----   | -----   |
| - OCCUPATION:              | -----   | -----   |
| - COMPANY NAME:            | -----   | -----   |
| - OFFICE NO.:              | -----   | -----   |
| - MOBILE NO.:              | -----   | -----   |
| - HOME NO.:                | -----   | -----   |
| - FULL HOME ADDRESS:       | Area ----- Block # -----<br>---Avenue # ----- Street: -----<br>-----<br>Bld. ----- Floor # ----- Flat # ----- | Area ----- Block # -----<br>Avenue # ----- Street: -----<br>Bld. ----- Floor # ----- Flat # ----- |
| - P.O.BOX:                 | -----   | -----   |
| - E-MAIL:                  | -----   | -----   |

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**\* ARE THERE ANY FAMILY CIRCUMSTANCES WHICH YOU FEEL WE SHOULD BE AWARE OF (PARENT DECEASED, DIVORCED, SEPARATED OR OTHER):**      NO                       YES

IF YES; PLEASE EXPLAIN: -----  
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STUDENT RESIDES WITH:      MOTHER                       FATHER                       BOTH

**GUARDIAN INFORMATION (If other than parents)**

FULL NAME: ----- RELATIONSHIP TO STUDENT: -----  
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CONTACT NO. 1: ----- CONTACT NO. 2: -----  
-----

FULL ADDRESS: -----  
-----

E-Mail: -----  
-----

**I, Father / Guardian of the above mentioned student, certify that all the information stated above is true to the best of my knowledge, and I shall be responsible for any mistake made while transmitting it.**

**FATHER/ GUARDIAN'S SIGNATURE:----- DATE: ---**  
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**ACADEMIC HISTORY**

**SCHOOL LAST ATTENDED**

School Name: -----  
----

Country of School: -----

Grade Last Attended: -----  
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From: ----- To: -----

Curriculum of School: (British, American, etc): -----

**\*ALL ACADEMIC RECORDS FROM FORMER SCHOOLS MUST BE RECEIVED PRIOR TO ACCEPTANCE AND PLACEMENT AT UAS**

**OTHER EMERGENCY CONTACT**

(If parents are not available)

Name: ----- Relationship To Student: -----  
-----

Contact No. 1: -----  
-----

Contact No. 2: -----

Name: ----- Relationship To Student: -----  
-----

Contact No. 1: -----  
-----

Contact No. 2: -----

Name: ----- Relationship To Student: -----  
-----

Contact No. 1: -----  
-----

Contact No. 2: -----

**BROTHERS / SISTERS IN UAS**

NAME: -----  
-----

GRADE (2011-2012): -----

NAME: -----  
-----

GRADE (2011-2012): -----

NAME: -----  
-----

GRADE (2011-2012): -----

NAME: -----  
-----

GRADE (2011-2012): -----

**THE UNDERSIGNED, FATHER / GUARDIAN OF THE ABOVE APPLICANT DECLARE THAT:**

1. I UNDERSTAND THAT MY SON/DAUGHTER WILL NOT BE ALLOWED IN CLASS BEFORE COMPLETING ALL THE REQUIRED ACADEMIC RECORDS AND ADMISSION DOCUMENTS
2. I AGREE TO ABIDE BY ALL SCHOOL RULES AND REGULATIONS AND COOPERATE WITH THE SCHOOL ADMINISTRATION IN APPLYING THEM.
3. I SHALL FOLLOW THE SCHOOL SYSTEM REGARDING THE REGISTRATION AND TUITION FEES.
4. I WILL PURCHASE THE UNIVERSAL AMERICAN SCHOOL'S UNIFORM FROM THE SCHOOL STORES.
5. I PERMIT THE SCHOOL TO USE MY CHILD'S PICTURE IN ANY SCHOOL PUBLICATIONS UNLESS I INFORM THEM OTHERWISE IN WRITING.
6. THE ADDRESS MENTIONED IN THE APPLICATION IS MY LEGAL ADDRESS AND IN CASE WE CHANGE IT, WE WILL INFORM THE ADMISSION OFFICE.

GUARDIAN'S SIGNATURE: -----

DATE: -----