New Student Enrollment MANUAL

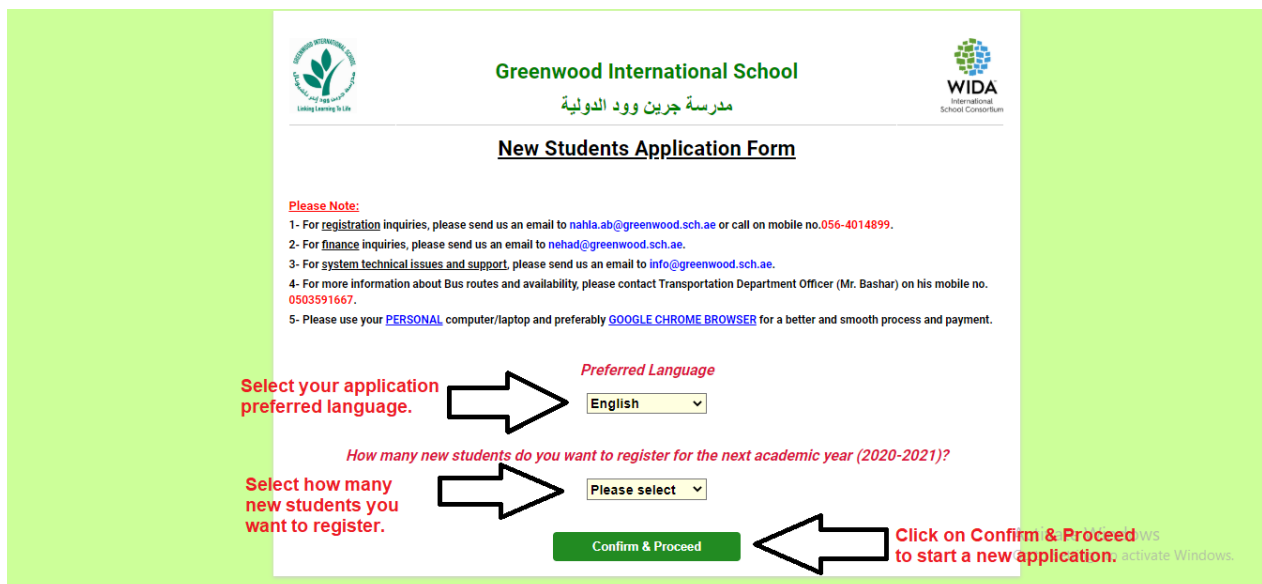## 1- Navigate to GIS website: https://www.greenwood.sch.ae/.

2- Click on Greenwood International School: New Student Enrollment for 2020-2021, under GIS Quick Links & Downloads, as shown below:
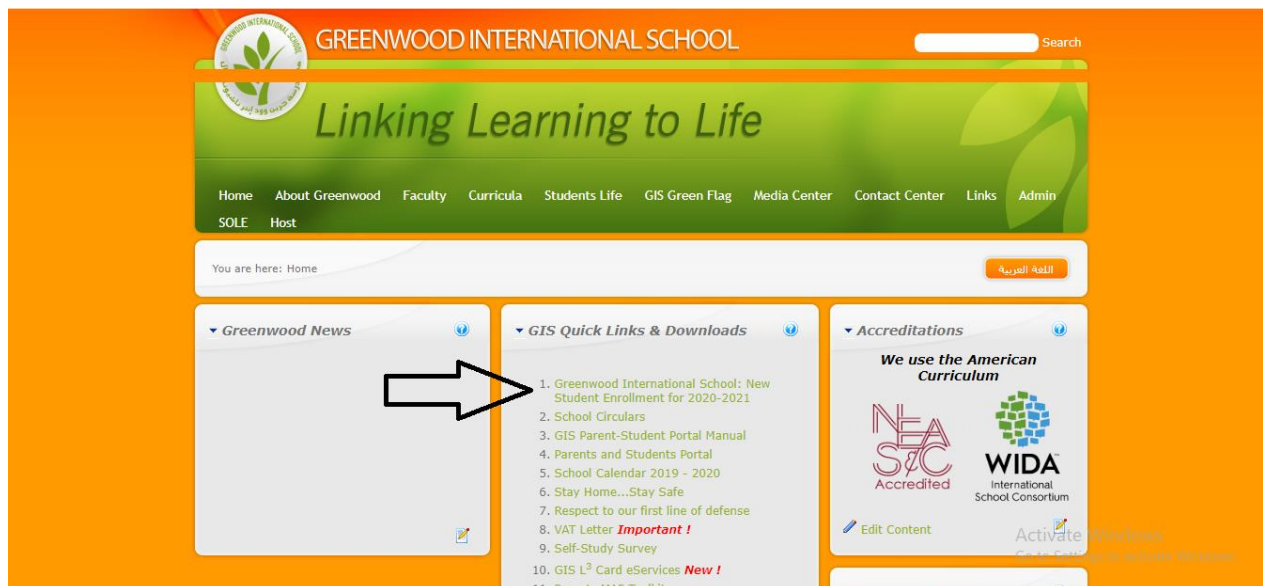
3- **On the following page, please read the manual of New Student Enrollment (English or Arabic version) then start creating a New Student Enrollment by clicking on Start New Student Enrollment for 2020-2021.**

4- **Select your application preferred language and then select how many new students you want to register for the next academic year, as shown below:**

5- Step 1: Enter <u>full students' details</u> and <u>all required information</u> to proceed to Step 2 (Upload required documents), as shown below:

Greenwood International School
مدرسة جرين وود الدولية

New Students Application Form (Step 1)

IMPORTANT NOTES:
1- The school does NOT hold any responsibility for any FALSE information that may be provided in your request and it could affect the approval of your application.
2- Inaccuracy in the given information will be the responsibility of the parent, and it will lead to dropping off the registration at any stage of the process without any liability on the school.
3- Please ensure all provided information in the request is accurate and as per the student's legal documents.
4- Please REVIEW all information before continuing ahead to step 2 (Uploading Required Documents).
5- All uploaded documents MUST be clear copies and preferably to be scanned to avoid rejection of your application.

New Student No. 1

Current School Information			
Current School Curriculum	**Current Grade**	**Current School Name**	**Applying for Grade (2020-2021)**
Please select ✔ *	Please select ✔ *	Enter School Name *	--

Student's Personal Information		
Date of Birth	**Nationality**	**Gender**
Day ✔ Month ✔ Year ✔ *	Please select ✔ *	Please select ✔ *
Student First Name (English)	**Student Middle Name (English)**	**Student Last Name (English)**	**Instruction**
Enter First Name *	Enter Middle Name *	Enter Last Name *	Please enter the student name as per passport

6- Step 2: <u>Upload all required documents</u> for each new student to proceed further and submit the new application, as shown below:

Greenwood International School
مدرسة جرين وود الدولية

New Students Application Form (Step 2)
Upload Required Documents

IMPORTANT NOTES:
1- Each upload file size should NOT exceed 5 MB.
2- Allowed file types are: .jpg / .jpeg / .gif / .png / .bmp / .tiff / .pdf / .doc / .docx / .heif / .hevc / .rtf
3- The school does NOT hold any responsibility for any FALSE information that may be provided in your request and it could affect the approval of your application.
4- Inaccuracy in the given information will be the responsibility of the parent, and it will lead to dropping off the registration at any stage of the process without any liability on the school.
5- Please ensure all provided information in the request is accurate and as per the student's legal documents.
6- Please REVIEW all information and uploaded files before continuing ahead to submit the application.
7- All uploaded documents MUST be clear copies and preferably to be scanned to avoid rejection of your application.
8- For system technical issues and support, please send us an email to info@greenwood.sch.ae.

Upload all required documents for each new student to submit the new application.

Required Documents for New Student No. 1

New Student Personal Information			
Student Name	**Student of determination**	**Applying for Grade**	**Request transportation for next year**
	NO	Grade Two	YES One Way (Morning) Khawaneej 2

Upload Required Documents			
	Emirates ID (Front Copy) الهوية الإماراتية (نسخة أمامية)		**Emirates ID (Back Copy)** الهوية الإماراتية (نسخة خلفية)
Choose File No file chosen	Upload	Choose File No file chosen	Upload

7- **Finally: The** New Student Enrollment Application is successfully received **and set to** under process. Please save the application reference number with you in case of any follow up required. **Below is a screenshot of the final page, which shows a successful submission:**

Greenwood International School

مدرسة جرين وود الدولية

New Students Application Form Status

✔ Your New Students Application has been received successfully.

Thank you!

Please note the following:

1- Your application reference number is #   ⟵   Please save your application number with you in case any follow up required.

2- Your submitted application will be reviewed by the registration department.

3- SMS with the application status for each new student will be sent to you once we decide on your submitted application. SMS will be sent to: 971556904115

4- Email with the application status for each new student will be sent to you once we decide on your submitted application. Email will be sent to: fadibader86@gmail.com / fadi@greenwood.sch.ae

5- In case any student request is APPROVED; you have to pay an application fee of AED 525 (inclusive VAT) per student. Further details will be mentioned in the approval email.

* Please check your email inbox or junk/spam folder for any email sent from us!