OOD INTERNATIONAL

کین وود ایند Linking Learning To Life

New Student Enrollment MANUAL

1- Navigate to GIS website: <u>https://www.greenwood.sch.ae/</u>.



2- Click on Greenwood International School: New Student Enrollment for 2020-2021, under GIS Quick Links & Downloads, as shown below:

| GREENWOOD INT | TERNATIONAL SCHOOL | Search |
|--|--|---|
| Linking Le | earning to Life | |
| Home About Greenwood Faculty Currie SOLE Host | cula Students Life GiS Green Flag Media Cente | er Contact Center Links Admin |
| You are here: Home | | اللغة العربية |
| Greenwood News | ▼ GIS Quick Links & Downloads 🛛 🥑 | Accreditations |
| | 1. Greenwood International School: New Student Enrollment for 2020-2021 2. School Circulars 3. GIS Parent-Student Portal Manual 4. Parents and Students Portal 5. School Calendar 2019 - 2020 6. Stay HomeStay Safe 7. Respect to our first line of defense 8. VAT Letter <i>Important !</i> 9. Self-Study Survey | We use the American Curriculum Accredited Ac |
| | 10. GIS L ³ Card eServices New ! 11. Parents MAP Toolkit | - Croonwood Poll |



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.

| GREENWOOD INTERNATIONAL SCHOOL | Search |
|---|--------------------|
| Linking Learning to Life | |
| Home About Greenwood Faculty Curricula Students Life GIS Green Flag Media Center Contact Center Links | SOLE |
| You are here: Links » New Application Form | اللغة ال |
| New Student Enrollment for 2020-2021 | |
| New Student Enrollment for 2020-2021 Click here to go through the New Application Manual (English Version) | |
| New Student Enrollment for 2020-2021 Manual (English version) | |
| New Student Enrollment for 2020-2021 Manual (Arabic version) | ne New n Manual |
| Start New Student Enrollment for 2020, 2021 | rsion) |

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:

| Ling Leave b. B. | Greenwood International School مدرسة جرين وود الدولية | WIDEA School Consortium |
|--|---|---|
| | New Students Application Form | |
| | es, please send us an email to nahla.ab@greenwood.sch.ae or call on mobile no.056-4014 Jease send us an email to nehad@greenwood.sch.ae. | 899. |
| 3- For system technical is | ssues and support, please send us an email to info@greenwood.sch.ae. about Bus routes and availability, please contact Transportation Department Officer (Mr. Ba | sshar) on his mohile no |
| 0503591667. | ONAL computer/laptop and preferably <u>GOOGLE CHROME BROWSER</u> for a better and smoot | |
| Select your applicati | on | |
| preferred language. | English v | |
| How many | new students do you want to register for the next academic year (2 | 020-2021)? |
| Select how many new students you want to register. | Please select V Confirm & Proceed | Click on Confirm & Proceed ws to start a new application, activate Windows |



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:

| No series and the series of th | | wood International School مدرسة جرين وود الدولية | WIDA terradora | |
|--|-------------------------------|---|--|--|
| | New Stu | Idents Application Form (Step 1) | | |
| Contrant Notes: the school does NQT hold any responsibility for any FALSE information that may be provided in your request and it could affect the approval of your application. accuracy 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. Hease ensure all provided information in the request is accurate and as per the student's legal documents. Hease REVIEW all information before continuing ahead to step 2 (Uploading Required Documents). Ill uploaded documents <u>MUST</u> be clear copies and preferably to be scanned to avoid rejection of your application. New Student No. 1 | | | | |
| Current School Information | | | | |
| Current School Curriculum Please select * | Current Grade Please select * | Current School Name | Applying for Grade (2020-2021) – | |
| Student's Personal Information | | | | |
| Date o | Birth | Nationality | Gender | |
| Day Month Student First Name (English) | Year * | Please select | Please select * Activate Mindows Instruction | |
| Enter First Name | Enter Middle Name * | Enter Last Name | Go to Settings to activate Windows. 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:

| | | | rnational School مدرسة جرين | Note that the second se | | |
|--|---------------------------|---|--------------------------------|--|--|--|
| <u>New Students Application Form</u> (Simp 2) <u>Upload Required Documents</u> | | | | | | |
| Important notes: 1 - Sach upload file size should NDT exceed 5 MB. 2 - Alow defide types are: jpg / jpg / gl / gq / hpg / Hl / jpg / gl / gq / hgg / gl / gq / hgg / gl / gq / gl / gq / hgg / gl / gq / gl / gg / gl / gq / gl / gg / gl / gq / gl / gg / gl | | | | | | |
| 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 | | | | | | |
| Cho | ose File) No file chosen | Emirates ID (Front Copy) (تينرانية (مسنة الماية) | Choose File No file chosen | imirates ID (Back Copy) Activate Windows بوریة «بندامه (سنة عنه») Go to Settings to activate Windows. | | |
| | ose File I No file chosen | | Choose File No file chosen | | | |



7- Finally: The New Student Enrollment Application is successfully received and set to under process. <u>Please save the application</u> 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 | International School Consortium | |
|--|------------------------------------|--|
| 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 <u>application status for each new student</u> will be sent to you once we decide on your submitted application. SMS will be se 971556904115 | ent to: | |
| 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 fadibader86@gmail.com / fadi@greenwood.sch.ae | sent to: | |
| 5- In case any student request is <u>APPROVED</u> ; you have to pay an application fee of <u>AED 525 (inclusive VAT</u>) per student. Further details v mentioned in the approval email. | Activate W | |
| * Please check your email inbox or junk/spam folder for any email sent from us! | Go to Settings | |