



# THE INDIAN HIGH SCHOOL, DUBAI

## K.G. 1 ADMISSION - (OPEN CATEGORY)

(220 SEATS ARE AVAILABLE FOR OPEN CATEGORY)

IHS / NEW ADM (2020-2021) / 01

Thursday, 17<sup>th</sup> October 2019

Registration for new admissions for the academic year 2020 – 2021 will commence from Monday, 21<sup>st</sup> October 2019.

Check the school website ([www.ihsdxb.com](http://www.ihsdxb.com))

Before registering, please check the date of birth of the child. Pupils born between 01-08-2015 and 31-07-2016 only are eligible for admission to KG-1, for 2020 – 2021. As per the instructions received from the Ministry of Education, children who are **NOT** in the age group shall **NOT** be admitted.

TRANSPORT will not be provided to student coming from SHARJAH and AJMAN.

### AVAILABILITY OF (OPEN CATEGORY) ONLINE ADMISSION REGISTRATION FORMS:

Monday, 21<sup>st</sup> October 2019 to Saturday 26<sup>th</sup> October 2019.

The Online Registration will not be available after 26<sup>th</sup> October 2019. Registration does not guarantee the admission.

### PROCEDURE FOR ADMISSION TO KG 1: Parents are requested to:

1. Visit the website ([www.ihsdxb.com](http://www.ihsdxb.com)) and click on New Admission link (Admission 2020-2021).
2. You will be redirected to the registration page (Sign up).
3. You will need to sign up with a valid email address. A verification email will be sent to the email ID provided at the time of sign up (check your Inbox or junk / spam folder for the email). Click on the link to activate your account. Clicking on the link provided in the verification email will take you to the application form. You may also try to login directly in the application site with your user id and created password (even if no mail is received).
4. Select the Grade (KG1), School and Age. Once confirmed, you will then be able to proceed with the registration.
5. Please make sure you put the **correct DOB and Gender**. Any wrong details will result to disqualification of registration and admission.
6. Please fill your form and keep saving it along the way to make sure that the entered data is not lost. To enable the "Submit button", you need to fill in all the mandatory fields, which are marked with asterisk (\*). Kindly make sure Photo is attached.
7. **Student's passport number should be entered correctly. This will be verified during the process of admission. Any incorrect or wrong data entered will result in disqualification of the admission without any consideration.**
8. Please fill the names as mentioned in Passport. It is advisable to have the same name on the Emirates ID as in passport for smooth registration process. (Given name followed by Surname).
9. Any duplication or any attempt to fill more than one form for one child in the same school will result in his / her disqualification.
10. After successfully submitting the form you may be prompted to re-login. Please print the Submission Receipt detailing form number, name, email ID, passport number and date and time of Submitting the Coupon. The submission receipt will be available at all times on the "Dashboard".
11. After verifying the details, click on GENERATE COUPON on the submission slip page (below).
12. Coupon can be generated only once. Make sure you take a print of the coupon as soon as you generate it. School will not be responsible incase the coupon is not generated or printout is not taken.

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13. There will be three portions of the coupon with information. Kindly carry the printout as it is to the school as per your schedule mentioned in the submission slip. ***(please strictly follow the schedule provided to avoid inconvenience)***
14. Present the 'Coupon page' at the IHS counter along with the sponsor's (Father or Mother only) Original Emirates ID. Without the Emirates ID registration will not be done.
15. Parents will receive two coupons having same Registration number with stamp to authenticate both coupons.
16. As directed on the coupon, one coupon should be dropped in the appropriate box and other needs to be retained by parent for reference.
17. Attend the draw on **Sunday, 3<sup>rd</sup> November 2019 at 06.00 pm (i. Girls Draw ii. Boys Draw)**
18. If the coupon number is drawn in the lot, parent should check their email for the schedule of payment of fees and submission of documents i.e. - Passport Copy/ Visa Copy/ Birth Certificate Copy/ Emirates ID Copy and two latest photographs of the ward in the Registrar's Office as per given schedule for regularizing the admission.
19. Payment details will be mentioned in the login page for reference.  
**MANDATORY - Parents need to bring their own and their ward's Original Emirates ID at the time of admission.**
20. After payment of fees, parent will get the date for assessment via e-mail. **Assessment will not be conducted without ward's Emirates ID.** Finalization of any admissions is based on the successful clearance of the assessment session.

**DRAWING OF LOTS:**

Lots will be drawn in the presence of the parents on **3<sup>rd</sup> November 2019 Sunday in Senior School Campus (Oud Metha), 6.00pm onwards.** There are 220 seats - **110 for Girls and 110 for Boys.** Two draws will be held separately for Girls and Boys (one followed by the other). **Please note only the COUPON NUMBERS will be called out.**

**PARKING WILL NOT BE AVAILABLE. KINDLY USE METRO.**