



## **ENROLMENT PROCEDURE FOR NEW STUDENTS** **SY 2026 -2027**

### **ENROLMENT SCHEDULE: June 1 – July 23, 2026**

Tentative Opening of Classes - August 2, 2026

**All New Students** are required to submit their Enrolment documents in person or over the counter. This procedure is necessary to ensure proper verification of all required documents prior to Enrolment processing.

#### **Over the Counter / In- Person Enrolment System (No appointment required)**

1. Secure and sign the printed **Enrolment Form** & **School Policy Agreement Form** (available at the window) from the Records Office – Window 1 or Window 2.

2. Submit to the Records Office all the updated documents;

#### **Enrolment Requirements**

a. Original Form 137 (Apostilled/ Stamped from Phil Embassy & MOFA) from Grade 1 and above

b. Original Report Card

c. Good Moral Certificate

d. Signed SAT Agreement Form (from Window 1 or 2) – For incoming Grade 11 only

e. Submit the to the school clinic the completed Health Information Sheet and Recommended Immunization Record - Qatar Form (downloadable from the school website)

3. Submit the Enrolment Form to the Records Office for validation.

4. Proceed to online payment. Please settle the enrolment fees through Ahli Bank or CBQ via their online payment platforms. For the applicable enrolment fees for School Year 2026–2027, kindly refer to the School Fees section on the official school website.

<https://psd.sch.qa/admission/school-fees/>

#### **Bank Name: Ahli Bank Q.S.C.**

Account Name: Philippine School Doha

Account Number: 0012-299839-325

IBAN: QA39ABQQ00000000012299839325

Swift Code: ABQQAQAXXX

Branch: Main

#### **Bank Name: Commercial Bank of Qatar**

Account Name: Philippine School Doha

Account Number: 4060696769002

IBAN: QA80CBQA000000004060696769002

Swift Code: CBQAQAQA

5. Send the copy of the transaction receipt to the following Finance Department email adds:

**[sherryl.castuera@psdqatar.com](mailto:sherryl.castuera@psdqatar.com) , [dulce.mararac@psdqatar.com](mailto:dulce.mararac@psdqatar.com) , [cherry.gomez@psdqatar.com](mailto:cherry.gomez@psdqatar.com)**

6. You shall receive a confirmation receipt of your email.

7. Enrolment Completed.

**Note: Incomplete documents will not be processed.**

**\*The sectioning/ class grouping will be posted in the school website  
two (2) days prior to the opening of classes**