



**PHILIPPINE SCHOOL DOHA**  
DOHA, QATAR  
**RECORDS OFFICE**

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**ENROLMENT PROCEDURE FOR NEW STUDENTS - SY 2024 -2025**

**(FOR NEW STUDENTS WITH SEAT RESERVATIONS ONLY)**

**ENROLMENT SCHEDULE**  
**May 5 – June 30, 2024**

**Tentative Opening of Classes - August 18, 2024**

**New Students – Over the counter/ Manual Enrolment System Only**

***\*New students shall proceed to the Enrolment, only once they passed the Assessment Test administered by the Guidance Office.***

1. Submit over the counter other necessary documents for Enrolment to Records Office - Window 1 or Window 2.
  - a. Original Final Report Card
  - b. Form 137 – Advance Copy (For Evaluation Purposes)
  - c. From Grade 1 onwards  
Form 137 - Apostilled from DFA and Stamped by Phil. Embassy Qatar & MOFA
  - d. Good Moral Certificate
  - e. *Signed SAT Form – For incoming Grade 11 only*
2. Secure and sign the printed Enrolment Form and the School Policy Agreement Form. One Form for each student
3. Submit the to the school clinic the completed Health Information Sheet and Recommended Immunization Record - Qatar Form (downloadable from the school website)-
2. Submit the Enrolment Form to the Records Office for validation
3. Proceed to the cashier for the Enrolment Fee payment. (cash only)

***We accept walk-ins for the Enrolment. No need for appointment.***

***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.***