



PHILIPPINE SCHOOL DOHA
DOHA, QATAR
RECORDS OFFICE

ENROLMENT PROCEDURE FOR OLD STUDENTS - SY 2024 -2025

ENROLMENT SCHEDULE

April 7 – June 30, 2024

Tentative Opening of Classes - August 18, 2024

Over the Counter / Manual Enrolment System

1. Secure and sign the printed Enrolment Form and the School Policy Agreement Form (*downloadable from the school website and student E-desk*).
2. Submit to the Records Office all the updated documents;
 - a. copy of passport (parents & student)
 - b. copy of Qatar ID (parents & student)
 - c. copy of Hamad Health Card (student) as per MOEHE requirement*(disregard this if all documents have been submitted during the reservation)
3. Submit the to the school clinic the completed Health Information Sheet and Recommended Immunization Record - Qatar Form (*downloadable from the school website*)-
4. Submit the enrolment form to the Records Office for validation.
4. Then proceed to the cashier for the payment of Enrolment Fees. (cash only)

Student Enrolment via Email

1. Download the Enrolment Form & School Policy Agreement Form from the school website.
2. Fill out the Enrolment Form and sign the School Policy Agreement Form.
3. Submit all the student's updated documents together with the filled out Enrolment Form & signed School Policy Agreement Form to psd_registrar@psdqatar.com or jennifer.arellano@psdqatar.com
 - a. copy of passport (parents & student)
 - b. copy of Qatar ID (parents & student)
 - c. copy of Hamad Health Card (student) as per MOEHE requirement*(disregard this if all documents have been submitted during the reservation)
3. Submit the to the school clinic the completed Health Information Sheet and Recommended Immunization Record - Qatar Form (*downloadable from the school website*)
Clinic email add: marijoe.caparas@psdqatar.com
4. Pay the Enrolment Fees through Ahli Bank or CBQ online payment.
5. Send the copy of the transaction receipt to accounts@psdqatar.com.
6. You will receive a confirmation receipt of your email.

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.**