



New Student Admission - Announcement for SY 26-27

(Open for Students with No Siblings in PSD and Transferees)

For Incoming Grade 1 to Grade 10 Levels Only – Limited Seats

(Waitlist Link is provided for Incoming Nursery, K1, K2 & Grade 11)

RESERVATION PROCEDURE & REQUIREMENTS

Book your appointment through the PSD Website Appointment Booking Portal. The portal will open from **9:00 AM on March 30, 2026**. Link here (<https://www.picktime.com/psd#book>).

A confirmed booking indicates that your child's seat has been secured.

Seats will be assigned on a first-registered, first-served basis only.

Only Afternoon Session is available for New students.

Reservation Schedule per Level

April 5, 2026 - Grades 1 - 4

April 6, 2026 - Grades 5 - 8

April 7, 2026 - Grades 9 - 10

Reservation Fee: QR 200 (*non-refundable but deductible upon enrolment*) + **QR 50 Assessment Fee = QR250**

Please schedule an appointment for your child at the correct designated grade level.

Note: Seats are limited. We encourage early booking to secure a slot. Due to limited seats, priority in seat allocation will be given to applicants with Filipino nationality, as indicated in both passport and Qatar ID (QID).

August 2, 2026 - Tentative Opening of Classes for SY 2026-2027

Waitlist Link - (<https://forms.gle/B19tLiRfxjWyB4QG8>) Nursery, K1, K2, and Grade 11 are currently at full capacity. Applicants interested in these grade levels are requested to complete the waitlist form through the provided link. Should a vacancy become available, you will be contacted accordingly.

New Student Reservation Procedure

Please follow the following steps to complete the reservation process:

1. Create a profile in the Picktime portal. You must register and log in to your account before you can book an online appointment. This step is required prior to online booking.
2. Schedule an appointment through the Picktime Appointment System under any of the Records staff/personnel. Please note that Only one (1) appointment is required per student. For siblings in different grade levels, please book separate appointments under the appropriate grade level. **Duplicate bookings will be automatically deleted.**
3. Select your preferred appointment date and time. Only clients with **confirmed appointments** can immediately proceed to the reservation process. **A confirmed booking indicates that your child's seat has been secured. Please note: You do not need to attend your scheduled appointment in person. The reservation will be processed on your behalf following the steps outlined**
4. **Fill-out the Reservation Form completely.** (downloadable from E-desk and school website)
5. **Send the Reservation Form** and the **copy or screenshot of the email confirmation booking appointment** together with the following requirements to psd_registrar@psdqatar.com/ jennifer.arellano@psdqatar.com :
 - ✓ Most recent report card (1st, 2nd, or 3rd Quarter) – applicable only to students currently enrolled in another school
 - ✓ Student's Birth Certificate (NSO/PSA)
 - ✓ Passport (parents and student)
 - ✓ Valid QID (parents and student)
 - ✓ Student's Hamad Health CardEmail confirmation will be sent to you – this will take time as we only have a few personnel to respond to your emails. **However, you may proceed to the next step.**
Note: Incomplete documents will not be processed
6. **Payment of Reservation Fee** – only those with confirmed booking appointment shall proceed to payment.
 - To secure your child's reservation, please proceed with the payment of the Reservation Fee of QR 200 and the Assessment Fee of QR 50, for a total of **QR 250** per student. Reservation fee is non-refundable but deductible upon enrolment.

- Payments can be made conveniently via online banking transfer to either of the two designated accounts provided.

PSD BANK DETAILS:	
<p>Bank Name: Ahli Bank Q.S.C.</p> <p>Account Name: Philippine School Doha</p> <p>Account Number: 0012-299839-325</p> <p>IBAN: QA39ABQQ00000000012299839325</p> <p>Swift Code: ABQQQAQAXXX</p> <p>Branch: Main</p>	<p>Bank Name: Commercial Bank of Qatar</p> <p>Account Name: Philippine School Doha</p> <p>Account Number: 4060696769002</p> <p>IBAN: QA80CBQA000000004060696769002</p> <p>Swift Code: CBQAQQA</p>

- After online banking transfer is completed, please send/ submit the copy of the transaction receipt to accounts@psdqatar.com. There will confirmation of payment from the Finance Department.
- **Reservation Completed.**

7. **Assessment Schedule.** This will be set once we resume to our regular operations. The Guidance Office, responsible for facilitating the assessment test, will provide updates and notify you as soon as our regular operations resume.

Class Schedule for SY 2026 - 2027

Nursery, K1, & K2

Batch 1: 7:10am – 10:10am Batch 2: 11:00am – 2:00pm

Grades 1 - 3

AM Session - 7:10 – 11:45am PM Session - 12:30 – 5:05pm

Grades 4 - 10

AM Session – 7:00am – 12:00nn PM Session – 12:30pm – 5:30pm

SHS (Grades 11 & 12)

10:30am – 5:30pm

PHILIPPINE SCHOOL DOHA

P. O. Box : 19664 - Doha, State of Qatar

Tel. : (+974) 44409888, 44409863 - Fax : 44217718



المدرسة الفلبينية
ص. ب : ١٩٦٦٤ - دوحه - دولة قطر
تليفون : ٤٤١٨١٥٨٧، ٤٤١٨١٥٩٦ - فاكس : ٤٤٢١٧٧١٨

NEW STUDENT with Confirmed Reservation ENROLMENT PROCEDURE & REQUIREMENTS for SY 2026 – 2027 Enrolment Schedule - (June 1 - July 23, 2026)

****New students shall proceed to the Enrolment, only after they passed the Assessment Test administered by the Office of the Guidance***

1. Submit all the original documents needed for enrolment to Window 1 or Window 2.
 - a. Original Final Report Card (for currently enrolled students)
 - b. Form 137 – (Authenticated by DepEd, apostilled from DFA, stamped by the Phil. Embassy Qatar & MOFA) the copy for evaluation purposes
(from Grade 1 onwards if previously enrolled)
 - c. Good Moral Certificate
 - d. Equivalency Certificate (MOEHE) – students transferring from Online Schools/ Home Schools
(for incoming Grade 2 and above)
 - e. Signed SAT Form – For incoming Grade 11 only (depending on the availability of slots)
2. Secure, verify and sign the Enrolment Form.
3. Proceed to the cashier for the payment of the Enrolment Fees.

Note: The class section or grouping will be posted in the school website two (2 days) prior to the opening of classes.

Announcement & Clarification

Please be informed that PSD does not accept transferees coming directly from purely online or virtual classes: Grade 1 and above).

As per the given instructions, you may proceed to the Ministry of Education and Higher Education (MOEHE) portal to apply for an **Equivalency Assessment**. The designated Equivalency Department will schedule and conduct an assessment test for the student and subsequently determine and recommend the appropriate grade level placement for your child. Only then that the school can process the admission, as per the availability of slots.

Sincerely,



Michaelino A. Saratan, MM

VP- Records

Noted by:



Dr. Alexander S. Acosta, PhD

School Principal