



# PHILIPPINE SCHOOL DOHA

Doha, Qatar

## RESERVATION OF SEATS FOR NEW STUDENTS

*Limited Seats Only!*

### NEW STUDENTS - RESERVATION PROCEDURE & REQUIREMENTS

SY 2024 – 2025

**(January 21 - Feb 1, 2024)**

***(First Come – First Served Basis only)***

**Class Schedule for New Students (Grade 1 - Grade 12) - Afternoon Session Only (12:00pm - 5:00pm)**

**Office Hours: 7:00am - 5:00pm (Sunday - Thursday)**

1. Fill out the Reservation Form (downloadable via PSD school website/ available at the counter).
2. Submit the filled out Reservation Form with the following documents to the Records Office – Window 1 or Window 2.
  - a. Most recent copy of report card (1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> Quarter Report) – only for students who are currently enrolled
  - b. Copy of Student Birth certificate (NSO/ PSA)
  - c. Copy of passport (Parents & student)
  - d. Copy of valid QID (parents & student)
  - e. Copy of Hamad Health Card (student).
3. Secure the confirmation of seat and validation of documents.
4. Pay the reservation & assessment fee to the cashier.
5. Then, proceed to the Guidance Office for the student's Assessment Test Schedule.

***Note: Student applicants must not have records from any schools in Qatar***



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## NEW STUDENTS - ENROLMENT PROCEDURE & REQUIREMENTS SY 2024 – 2025

### Enrolment Schedule - (May 5 - June 30, 2024)

***\*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
  - b. Form 137 – (Authenticated by DepEd, apostilled from DFA, stamped by the Phil.Embassy Qatar & MOFA) or the copy for evaluation purposes
  - c. Good Moral Certificate
  - d. Signed SAT Form – For incoming Grade 11 only
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.**