

Administrative Resolution No. (50) of 2022
Concerning the Requirements, Rules, and Procedures for
Approving the Enrolment of Students in Private Schools¹

The Director General of the Knowledge and Human Development Authority,

After perusal of:

Law No. (2) of 2021 Concerning the Knowledge and Human Development Authority in Dubai; and
Executive Council Resolution No. (2) of 2017 Regulating Private Schools in the Emirate of Dubai,

Does hereby issue this Resolution.

Definitions
Article (1)

The words and expressions mentioned in this Resolution will have the same meaning assigned to them in the above-mentioned Executive Council Resolution No. (2) of 2017.

Requirements and Rules for Issuing Approvals
Article (2)

An approval to enrol a Student in a Private School will be issued subject to the following requirements and rules:

1. The Student must have reached the age limit for admission to, and enrolment in, the Private School under the legislation in force in the UAE.
2. A UAE national Student must not be enrolled in a Private School that is awarded a "weak" or lower evaluation rating by the School Inspection Bureau of the KHDA.

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¹*Every effort has been made to produce an accurate and complete English version of this legislation. However, for the purpose of its interpretation and application, reference must be made to the original Arabic text. In case of conflict, the Arabic text will prevail.*

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3. In case of enrolment of a UAE national Student, the Curricula of the Private School must conform to the resolutions issued by the competent entities in the UAE in this respect.
4. In case of a student enrolled in a private school in the UAE in any educational stage, the applicant must submit a transfer certificate issued by the school from which the student is being transferred.
5. In case of transfer of a second, third, or higher grade student from a school outside of the UAE, the applicant must submit a transfer certificate issued by the school from which the student is being transferred.
6. In case of transfer of a student from a school outside of the Emirate or the UAE, the applicant must submit a transfer certificate attested by the competent entities as set forth in Schedule (1) attached hereto.
7. The Student's personal information, including his full name, nationality, and religion, must be identical to the information stated in his identity card.

Procedures for Issuing Approvals

Article (3)

In issuing the approvals to enrol Students in Private Schools, the following procedures will be followed:

- a. An application for approval will be submitted to the KHDA through the electronic system adopted by it for this purpose. The application must be supported by the following documents:
 1. for UAE nationals and non-UAE national residents, a copy of the Emirates Identity Card; and
 2. for non-UAE national residents whose Emirates Identity Card are still under processing, a copy of the passport and proof of submitting the Emirates Identity Card application to the concerned entities in the UAE.
- b. The KHDA will consider the application, and the documents attached thereto, to verify that the applicant has fulfilled all the requirements and rules stipulated in Article (2) of this Resolution. The KHDA may request any additional information or documents it deems necessary.

- c. The KHDA will issue a decision on the application within one (1) working day from the date of its submission. The application will be deemed rejected if no decision is issued by the KHDA within this period, and the KHDA will notify the applicant of the reasons for rejection. Where the application is approved, the KHDA will issue the requested approval.

Admitting Students to Private Schools Article (4)

A Student may not be admitted to a Private School in the Emirate without first fulfilling the enrolment requirements and procedures prescribed under this Resolution and obtaining the KHDA approval to enrol that Student.

Publication and Commencement Article (5)

This Resolution will be published in the Official Gazette and will come into force on the day on which it is published.

Dr. Abdullah Mohammed Al Karam
Director General
Knowledge and Human Development Authority

Issued in Dubai on 6 October 2022
Corresponding to 10 Rabi al-Awwal 1444 A.H.

Schedule (1)
Entities in Charge of Attesting the Certificates of Transfer Students

Entity from which the Student is Transferred	Entity in Charge of Attesting the Transfer Certificate
Gulf Cooperation Council (GCC) Countries	The Ministry of Education of the GCC country from which the Student is transferred
United Arab Emirates	The Ministry of Education or the educational authority in the Emirate which regulates the Student's school, as the case may be
Rest of the World	1. The Ministry of Education, or any similar authority, in the country from which the Student is transferred 2. The Ministry of Foreign Affairs, or any similar authority, in the country from which the Student is transferred 3. The embassy or consulate of the United Arab Emirates in the country from which the Student is transferred 4. The Ministry of Foreign Affairs and International Cooperation of the UAE