STUDENT’S REGISTRATION IN DAY CARE CENTER

REQUIRED DOCUMENTS

1. REGISTRATION FORM
   To be completed and signed at the Schools’ Billing Department or Secretariat.

2. BIRTH REGISTRATION STATEMENT or FAMILY STATUS CERTIFICATE
   - The Birth Registration Certificate must bear the student’s name.
   - The Family Status Certificate needs to have been issued within the last three months.
   These documents must be submitted upon student’s registration or, at the latest, one week after to the Schools’ Secretariat.

3. PERSONAL HEALTH CARD
   This document can be obtained from the Schools’ Billing Department or Secretariat and is filled out by the family doctor. This document must be submitted to the Schools’ Secretariat upon registration or, at the latest, one week after registration.

4. MEDICAL BOOKLET
   A photocopy of the Medical Booklet or other document stating that the student has received all necessary vaccinations must be submitted.

5. TAX REGISTRATION NUMBER OF PARENTS/LEGAL CUSTODIANS/FINANCIAL DEBTOR
   A document bearing the tax registration number must be submitted.

6. IDENTITY CARD OF PARENTS/LEGAL CUSTODIANS/FINANCIAL DEBTOR
   A photocopy of the identity card must be submitted.

7. DEPOSIT
   To be paid immediately so that registration can be completed.
STUDENT’S REGISTRATION IN KINDERGARTEN

REQUIRED DOCUMENTS

1. **REGISTRATION FORM**
   To be completed and signed at the Schools’ Billing Department or Secretariat.

2. **STATEMENT OF RECEIPT AND ACCEPTANCE OF MANDOULIDES SCHOOLS’ CODE OF CONDUCT**
   To be completed and signed at the Schools’ Billing Department or Secretariat upon receipt of the Code of Conduct.

3. **BIRTH CERTIFICATE ISSUED BY THE MUNICIPALITY or COMMUNITY**
   Birth certificate issued by the municipality or community that shows the child is registered in their records or population registers.
   The birth certificate is issued on the e-platform *my school*.

4. **PERSONAL HEALTH CARD**
   This document can be obtained from the Schools’ Billing Department or Secretariat and is filled out by the relevant doctor (pediatrician, physician etc.). This document must be submitted to the Secretariat at the beginning of the school year.

5. **MEDICAL BOOKLET**
   A photocopy of the Medical Booklet or other document stating that the student has received the necessary vaccinations must be submitted.

6. **TAX REGISTRATION NUMBER OF PARENTS/LEGAL CUSTODIANS/FINANCIAL DEBTOR**
   A document bearing the tax registration number must be submitted.

7. **IDENTITY CARD OF PARENTS/LEGAL CUSTODIANS/FINANCIAL DEBTOR**
   A photocopy of the identity card must be submitted.

8. **DEPOSIT**
   To be paid immediately so that registration can be completed.
STUDENT’S TRANSFER TO KINDERGARTEN/ELEMENTARY SCHOOL

REQUIRED DOCUMENTS

1. **REGISTRATION FORM**
   To be completed and signed at the Schools’ Billing Department or Secretariat.

2. **STATEMENT OF RECEIPT AND ACCEPTANCE OF MANDOULIDES SCHOOLS’ CODE OF CONDUCT**
   To be completed and signed at the Schools’ Billing Department or Secretariat upon receipt of the Code of Conduct.

3. **BIRTH CERTIFICATE ISSUED BY THE MUNICIPALITY or COMMUNITY**
   Birth certificate issued by the municipality or community that shows the child is registered in their records or population registers.
   The birth certificate is issued on the e-platform *my school*.

4. **PERSONAL HEALTH CARD**
   This document can be obtained from the Schools’ Billing Department or Secretariat and is filled out by the relevant doctor (pediatrician, physician etc.). This document must be submitted to the Secretariat at the beginning of the school year.

5. **MEDICAL BOOKLET**
   A photocopy of the Medical Booklet or other document stating that the student has received the necessary vaccinations must be submitted.

6. **OFFICIAL TRANSFER DOCUMENT**
   For this document to be issued parents must:
   - Obtain the Official Transfer Approval Document from the Schools’ Secretariat and submit it to the school their child was previously attending.
   - Submit a Transfer Request to the previous school of attendance.
   - Submit the Official Transfer Document to the Schools’ Secretariat. This document is to be obtained from the previous school of attendance.

7. **TAX REGISTRATION NUMBER OF PARENTS/LEGAL CUSTODIANS/FINANCIAL DEBTOR**
   A document bearing the tax registration number must be submitted.

8. **IDENTITY CARD OF PARENTS/LEGAL CUSTODIANS/FINANCIAL DEBTOR**
   A photocopy of the identity card must be submitted.

9. **DEPOSIT**
   To be paid immediately so that registration can be completed.
STUDENT’S TRANSFER FROM A SCHOOL ABROAD TO MANDOULIDES SCHOOLS

REQUIRED DOCUMENTS

1. REGISTRATION FORM
To be completed and signed at the Schools’ Billing Department or Secretariat.

2. STATEMENT OF RECEIPT AND ACCEPTANCE OF MANDOULIDES SCHOOLS’ CODE OF CONDUCT
To be completed and signed at the Schools’ Billing Department or Secretariat upon receipt of the Code of Conduct.

3. BIRTH CERTIFICATE ISSUED BY THE MUNICIPALITY or COMMUNITY
Birth certificate issued by the municipality or community that shows the child is registered in their records or population registers.
The birth certificate is issued on the e-platform my school, provided the student has attended a Greek school for at least one school year.

BIRTH REGISTRATION STATEMENT or FAMILY STATUS CERTIFICATE (FOR DAY CARE CENTER STUDENTS)
• The Birth Registration Certificate must bear the student’s name.
• The Family Status Certificate needs to have been issued within the last three months.
These documents must be submitted upon student’s registration or, at the latest, one week after to the Schools’ Secretariat.

4. PERSONAL HEALTH CARD
This document can be obtained from the Schools’ Billing Department or Secretariat and is filled out by relevant doctor (pediatrician, physician etc.). This document must be submitted to the Secretariat at the beginning of the school year.

5. ORIGINAL CERTIFICATE OF ATTENDANCE CERTIFICATE AND TRANSCRIPT, NOTARIZED
The original certificate of attendance can be a copy, notarized by the authority that issued it.
The transcript must be of the last two school years, provide they exist.

Both of the above documents must be officially notarized for authenticity in one of the following ways:
• With the Hague Seal (APOSTILLE) for all country-members of the European Union and signatory countries.
• From the Greek Diplomatic Authority located in the country from which the title originated.
• From the Diplomatic Authority of the foreign country in Greece (Embassy or Consulate). In this case, the Embassy or Consulate’s cultural attaché’s signature requires verification from the Ministry of Macedonia - Thrace (in exceptional circumstances).

6. OFFICIAL TRANSLATION OF BIRTH CERTIFICATE, ATTENDANCE CERTIFICATE AND TRANSCRIPT
Translations will be accepted if made by:
• A Greek Authority (Ministry of Foreign Affairs or Greek Consulate based in the country of origin of the title) or
• A lawyer who is fluent in the language and is accredited.
The official translation of the certificate and the transcript, along with the seals they bear, are attached as a notarized copy and the copy has to bear a seal.

7. 2nd FOREIGN LANGUAGE SELECTION
    To be submitted to the Schools’ Secretariat upon registration in the 7th grade or, at the latest, one week after.

8. TAX REGISTRATION NUMBER OF PARENTS/LEGAL CUSTODIANS/FINANCIAL DEBTOR
    A document bearing the tax registration number must be submitted.

9. PASSPORT OF PARENTS/LEGAL CUSTODIANS/FINANCIAL DEBTOR
    A photocopy of the passport must be submitted.

10. DEPOSIT
    To be paid immediately so that registration can be completed.