

STUDENT REGISTRATION IN 7th/10th GRADE

REQUIRED DOCUMENTS

1. REGISTRATION FORM

2. PHOTOCOPY OF ID OR CERTIFICATE ISSUED BY THE MUNICIPALITY OF THE STUDENT

A photocopy of the ID or a certificate issued by the municipality needs to be submitted so that the student can be registered in the student records.

3. PERSONAL HEALTH CARD

Filled in and signed by a doctor (pediatrician or GP). Submitted to the Secretariat.

4. SCHOOL-LEAVING CERTIFICATE

You need to apply the following procedure:

- For registration in 7th Grade: By June 15th parents need to notify the Principals of the previous Elementary School that their child will register in Mandoulides Schools for the new school year and ask for the school-leaving certificate to be dispatched officially.
- For registration in 10th Grade: By the end of May parents need to notify the Principals of the Junior High School of the type of Senior High School the child is going to attend or they fill in the online registration form – statement of preference so that the school-leaving certificate will be dispatched officially.

5. 2nd FOREIGN LANGUAGE SELECTION

To be submitted to the Schools' Secretariat upon the student's registration in 7th Grade or, at the latest, one week after.

6. TAX REGISTRATION NUMBER OF PARENTS/GUARDIANS/FINANCIAL DEBTOR

A document bearing the tax registration number must be submitted to the Secretariat.

STUDENT TRANSFER TO JUNIOR/SENIOR HIGH SCHOOL

REQUIRED DOCUMENTS

- 1. REGISTRATION FORM**
- 2. PHOTOCOPY OF ID OR CERTIFICATE ISSUED BY THE MUNICIPALITY OF THE STUDENT**
A photocopy of the ID or a certificate issued by the municipality needs to be submitted so that the student can be registered in the student records.
- 3. PERSONAL HEALTH CARD**
Filled in and signed by a doctor (pediatrician or GP). Submitted to the Secretariat.
- 4. OFFICIAL TRANSFER APPROVAL NOTE**
Issued upon submission of a Transfer Request to the previous school of attendance.
- 5. STUDENT PERSONAL BOOKLET**
Officially dispatched by the previous school.
- 6. TAX REGISTRATION NUMBER OF PARENTS/GUARDIANS/FINANCIAL DEBTOR**
A document bearing the tax registration number must be submitted to the Secretariat.

STUDENT TRANSFER FROM AN INTERNATIONAL SCHOOL

REQUIRED DOCUMENTS

1. REGISTRATION FORM

To be completed and signed at the Schools' Billing Department or Secretariat.

2. PHOTOCOPY OF ID OR CERTIFICATE ISSUED BY THE MUNICIPALITY OF THE STUDENT

A photocopy of the ID or a certificate issued by the municipality needs to be dispatched electronically so that the student can be registered in the student records.

BIRTH CERTIFICATE or FAMILY STATUS CERTIFICATE (FOR DAY CARE CENTER STUDENTS)

To be submitted to the Schools' Secretariat upon the student's registration or, at the latest, one week later.

- The Birth Certificate must bear the student's name.
- The Family Status Certificate needs to have been issued within the last three months.

3. PERSONAL HEALTH CARD

Filled in and signed by a doctor (pediatrician or GP). Submitted to the Secretariat.

4. 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, provided 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.
- By the Greek Diplomatic Authority located in the country from which the title originated.
- By 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 cases).

5. 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.

6. 2nd FOREIGN LANGUAGE SELECTION

To be submitted to the Schools' Secretariat upon the student's registration in 7th Grade or, at the latest, one week after.

7. TAX REGISTRATION NUMBER OF PARENTS/GUARDIANS/FINANCIAL DEBTOR

A document bearing the tax registration number must be submitted to the Secretariat.

8. PASSPORT OF PARENTS/ GUARDIANS /FINANCIAL DEBTOR

A photocopy of the passport must be submitted to the Secretariat.