

STUDENT REGISTRATION IN DAY CARE CENTER

REQUIRED DOCUMENTS

- 1. REGISTRATION FORM**
To be completed and signed at the Schools' Billing Department or Secretariat.
- 2. BIRTH CERTIFICATE or FAMILY STATUS CERTIFICATE**
These documents must be submitted upon student's registration or, at the latest, one week after to the Schools' Secretariat.
 - 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. MEDICAL BOOKLET**
A photocopy of the Medical Booklet or other document stating that the student has received all necessary vaccinations must be submitted to the Secretariat.
- 5. TAX REGISTRATION NUMBER OF PARENTS/GUARDIANS/FINANCIAL DEBTOR**
A document bearing the tax registration number must be submitted to the Secretariat.

STUDENT REGISTRATION IN KINDERGARTEN

REQUIRED DOCUMENTS

- 1. REGISTRATION FORM**
- 2. PERSONAL HEALTH CARD**
Filled in and signed by a doctor (pediatrician or GP). Submitted to the Secretariat.
- 3. MEDICAL BOOKLET**
A photocopy of the Medical Booklet or other document stating that the student has received all necessary vaccinations must be submitted to the Secretariat.
- 4. TAX REGISTRATION NUMBER OF PARENTS/GUARDIANS/FINANCIAL DEBTOR**
A document bearing the tax registration number must be submitted to the Secretariat.

STUDENT TRANSFER TO KINDERGARTEN/ELEMENTARY SCHOOL

REQUIRED DOCUMENTS

- 1. REGISTRATION FORM**
- 2. PERSONAL HEALTH CARD**
Filled in and signed by a doctor (pediatrician or GP). Submitted to the Secretariat.
- 3. MEDICAL BOOKLET**
A photocopy of the Medical Booklet or other document stating that the student has received all necessary vaccinations must be submitted to the Secretariat.
- 4. OFFICIAL TRANSFER APPROVAL NOTE**
Issued upon submission of a Transfer Request to the previous school of attendance.
- 5. TAX REGISTRATION NUMBER OF PARENTS/GUARDIANS/FINANCIAL DEBTOR**
A document bearing the tax registration number must be submitted to the Secretariat.

STUDENT REGISTRATION FROM AN INTERNATIONAL SCHOOL

REQUIRED DOCUMENTS

1. REGISTRATION FORM

2. 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 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.