

STUDENT REGISTRATION IN 1st GRADE

Dear parents,

Thank you for trusting Mandoulides Schools. We hope that we will have a productive cooperation.

To complete the student's registration you need to:

A. Sign the registration that has been sent to you electronically, after carefully reading the Internal Operating Regulations that are attached to the registration.

B. Fill in, sign and submit within 10 days the following documents to the Secretariat which you will find in [my mandoulides](#):

Useful Links | Registrations

1. Student's Personal health Card: Filled in and signed by a doctor (pediatrician or GP) in September.

Useful Links | Transportation

2. Statutory Declaration No. 1 (Student pick-up upon returning from school) or Statutory Declaration No. 4 (Transportation of student by parent/guardian)
3. Statutory Declaration No. 5 (Selection of pick-up-return bus services)

C. Send within 10 days the following documents to primary@mandoulides.edu.gr:

1. A photocopy of the Medical Booklet or other document stating that the student has received all necessary vaccinations
2. Certificate of Kindergarten Attendance
3. A document bearing the tax registration number (of Parents/Guardians/Financial Debtor)

D. Deposit the advance payment within 10 days from the date of registration.

Thank you in advance for your cooperation.

The Principals

STUDENT TRANSFER TO 1st GRADE

Dear parents,

Thank you for trusting Mandoulides Schools. We hope that we will have a productive cooperation.

To complete the student's registration you need to:

A. Sign the registration that has been sent to you electronically, after carefully reading the Internal Operating Regulations that are attached to the registration.

B. Fill in, sign and submit within 10 days the following documents to the Secretariat which you will find in [my mandoulides](#):

Useful Links | Registrations

1. Student's Personal health Card: Filled in and signed by a doctor (pediatrician or GP) in September.

Useful Links | Transportation

2. Statutory Declaration No. 1 (Student pick-up upon returning from school) or Statutory Declaration No. 4 (Transportation of student by parent/guardian)
3. Statutory Declaration No. 5 (Selection of pick-up-return bus services)

C. Submit the following documents to the Secretariat:

1. Official Transfer Approval Note
Issued upon request to the previous school.

D. Send within 10 days the following documents to primary@mandoulides.edu.gr:

1. A photocopy of the Medical Booklet or other document stating that the student has received all necessary vaccinations
2. A document bearing the tax registration number (of Parents/Guardians/Financial Debtor)

E. Deposit the advance payment within 10 days from the date of registration.

Thank you in advance for your cooperation.

The Principals

STUDENT TRANSFER TO 2nd, 3rd GRADE

Dear parents,

Thank you for trusting Mandoulides Schools. We hope that we will have a productive cooperation.

To complete the student's registration you need to:

A. Sign the registration that has been sent to you electronically, after carefully reading the Internal Operating Regulations that are attached to the registration.

B. Fill in, sign and submit within 10 days the following documents to the Secretariat which you will find in [my mandoulides](#):

Useful Links | Registrations

1. Student's Personal health Card: Filled in and signed by a doctor (pediatrician or GP) in September.

Useful Links | Transportation

2. Statutory Declaration No. 1 (Student pick-up upon returning from school) or Statutory Declaration No. 4 (Transportation of student by parent/guardian)
3. Statutory Declaration No. 5 (Selection of pick-up-return bus services)

C. Submit the following documents to the Secretariat:

1. Official Transfer Approval Note
Issued upon request to the previous school

D. Send within 10 days the following documents to primary@mandoulides.edu.gr:

1. A photocopy of the Medical Booklet or other document stating that the student has received all necessary vaccinations
2. A document bearing the tax registration number (of Parents/Guardians/Financial Debtor)

E. Deposit the advance payment within 10 days from the date of registration.

Thank you in advance for your cooperation.

The Principals

STUDENT TRANSFER TO 4th, 5th, 6th GRADE

Dear parents,

Thank you for trusting Mandoulides Schools. We hope that we will have a productive cooperation.

To complete the student's registration you need to:

A. Sign the registration that has been sent to you electronically, after carefully reading the Internal Operating Regulations that are attached to the registration.

B. Fill in, sign and submit within 10 days the following documents to the Secretariat which you will find in [my mandoulides](#):

Useful Links | Registrations

1. 2nd foreign language declaration
2. Student's Personal health Card: Filled in and signed by a doctor (pediatrician or GP) in September.

Useful Links | Transportation

3. Statutory Declaration No. 1 (Student pick-up upon returning from school) or Statutory Declaration No. 4 (Transportation of student by parent/guardian)
4. Statutory Declaration No. 5 (Selection of pick-up-return bus services)

C. Submit the following documents to the Secretariat:

1. Official Transfer Approval Note
Issued upon request to the previous school

D. Send within 10 days the following documents to primary@mandoulides.edu.gr:

1. A photocopy of the Medical Booklet or other document stating that the student has received all necessary vaccinations
2. A document bearing the tax registration number (of Parents/Guardians/Financial Debtor)

E. Deposit the advance payment within 10 days from the date of registration.

Thank you in advance for your cooperation.

The Principals

STUDENT REGISTRATION IN ELEMENTARY SCHOOL FROM AN INTERNATIONAL SCHOOL

Dear parents,

Thank you for trusting Mandoulides Schools. We hope that we will have a productive cooperation.

To complete the student's registration, you need to:

A. Sign the registration that has been sent to you electronically, after carefully reading the Internal Operating Regulations that are attached to the registration.

B. Fill in, sign and submit within 10 days the following documents to the Secretariat, which you will find in [my mandoulides](#):

Useful Links | Registrations

1. 2nd Foreign Language Declaration (for 4th, 5th and 6th Grade)
2. Student's Personal Health Card: Filled in and signed by a doctor (pediatrician or GP) in September.

Useful Links | Transportation

3. Statutory Declaration No. 1 (Student pick-up upon returning from school) or Statutory Declaration No. 4 (Transportation of student by parent/guardian)
4. Statutory Declaration No. 5 (Selection of pick-up-return bus services)

C. Submit within 10 days to the Secretariat:

1. Original certificate of attendance 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 originates.*
 - *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 cases).*
2. Official translation of birth certificate, certificate of attendance 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

D. Send within 10 days the following documents to primary@mandoulides.edu.gr:

1. A photocopy of the ID or a Certificate from the Municipality of the student
2. A photocopy of the Medical Booklet or other document stating that the student has received all necessary vaccinations
3. A document bearing the tax registration number (of Parents/Guardians/Financial Debtor)

E. Deposit the advance payment within 10 days from the date of registration.

Thank you in advance for your cooperation.

The Principals