

## STUDENT REGISTRATION IN 7th 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. 7 (Selection of pick-up-return bus services)
4. Statutory Declaration No. 4 (Transportation of student by parent/guardian)

**C. Submit to the Secretariat:**

1. 6th Grade School-leaving Certificate  
*You need to notify the Principal of the previous Elementary School by June 15th that your child will register in Mandoulides Schools for the new school year and ask for the Certificate to be dispatched officially.*

**D. Send within 10 days the following documents to [secondary@mandoulides.edu.gr](mailto:secondary@mandoulides.edu.gr):**

1. A photocopy of the ID or a Certificate from the Municipality of the student
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 7th 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. 7 (Selection of pick-up-return bus services)
4. Statutory Declaration No. 4 (Transportation of student by parent/guardian)

**C. Submit to the Secretariat:**

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

**D. Send within 10 days the following documents to [secondary@mandoulides.edu.gr](mailto:secondary@mandoulides.edu.gr):**

1. A photocopy of the ID or a Certificate from the Municipality of the student
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 8th OR 9th 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. 7 (Selection of pick-up-return bus services)
- 3. Statutory Declaration No. 4 (Transportation of student by parent/guardian)

### C. Submit to the Secretariat:

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

### D. Send within 10 days the following documents to [secondary@mandoulides.edu.gr](mailto:secondary@mandoulides.edu.gr):

- 1. A photocopy of the ID or a Certificate from the Municipality of the student
- 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 JUNIOR HIGH 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
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. 7 (Selection of pick-up-return bus services)
4. Statutory Declaration No. 4 (Transportation of student by parent/guardian)

### 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 electronically to [secondary@mandoulides.edu.gr](mailto:secondary@mandoulides.edu.gr):**

1. A photocopy of the ID or a Certificate from the Municipality of the student
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