

Procedures and terms to register Iraqi/non-Iraqi students at Syrian schools:

➤ **When an Iraqi/non-Iraqi school certificate is available:**

1. The foreign student should provide a school certificate issued by the school where the student used to study in his/her country of origin.
2. The school certificate must include a detailed transcript of grades which is a precondition for certificate equation in order to place the student in the suitable grade/class.
3. In cases where school certificate does not include a transcript of grades, student has to undergo a test or exam before he/she can be admitted depending on whether student passes the test in the equivalent subjects from the previous grade or not.
4. If a student has passed from the fifth to the sixth grade, he/she will be examined according to the Syrian curriculum with subjects from the fifth grade; thus the decision of admission would be taken on that basis.

➤ **The Iraqi certificate/or the certificate issued from the country of origin has to be certified by the following bodies:**

1. The Iraqi Ministry of Education/ Directorate of Certification and Examinations located in Baghdad, Beirut Square, or the Ministry of Education of the country of origin/ Directorate of Certification and Examinations in the country of origin with regard to non-Iraqi students.

2. The Iraqi Ministry of Foreign Affairs, or the Consular Section with regard to non-Iraqi Students.
3. Certificates should be certified by the Iraqi embassy in Damascus, Adnan Al-Maliki Square, or by the embassy of the country of origin and by the Consular Section in the Syrian Ministry of Foreign Affairs respectively.
4. Upon certification by the above mentioned bodies, school certificate may be submitted to the school where the student lives (be it a rural area or a city depending on the place where the student lives). The student will receive a letter from the school addressed to the competent Directorate of Education.

➤ **There are two Directorates of Education in Damascus:**

1. Damascus Directorate of Education for Primary Education (also called Basic Education). It is located in Baghdad St and consists of two departments: One includes grades from the First Grade till the Ninth Preparatory Grade which is equivalent to the so called the Intermediate Third Grade in Iraq, and the certificate issued called the Preparatory Certificate i.e. the Intermediate Third Grade.

The Second department includes grades from the Tenth Grade till the Twelfth Grade and is called the Secondary Education, and the certificate issued is called the Baccalaureate Certificate.

2. Rif Damascus Education Directorate located in Bab Mousalla and it consists of the same above mentioned departments.

- The Directorate of Education would request the following additional documents from student:

- In addition to the school certificate, a medical examination report covering communicable and contagious diseases will be requested. A blood and urine testing should be done at the Communicable and Contagious Diseases Center located in Aleppo St, nearby Al-

Ghassany bus station in Damascus (It is a school-specialized free medical center).

- A Civil Status Record for the student must be obtained from the embassy of the country of origin in Damascus via its cultural attache. It requires a photo of the student and a copy of his/her passport in addition to filling-in a form provided by the embassy.
- Upon equation, the papers will be returned to school by hand i.e. the student's guardian should follow up with the Ministry of Education step by step, meanwhile the student should continue to attend school without any problem.

➤ **Absence of school certificate:**

A placement test will be set by the Placement Test Committee to assess the grade level of the student based on the result of both the Primary and Intermediate level's exams, and that is only after the student is being referred by Damascus/ Rif Damascus Directorate of Education to the desirable school in Damascus/ Rif Damascus. The student will be given a serial number to sit an exam at the school allocated by the Directorate of Education.

➤ **Placement test committee:**

- The Placement Test Committee for the First Coterie pupils for final admission consists of: (Educational Counselor supervising the school, the School Principal, and two teachers),
- The Placement Test Committee for the Second Coterie of the Basic Education for final admission consists of:
 1. The School Principal,
 2. One teacher or more if the subject is being taught by more than one teacher.
 3. One Administrator (a Secretary or a Counselor).

- The following subjects will be examined for the placement test: (Arabic language, Math, Foreign language, Science, History, Geography).
- Results of the Placement Test will be certified by the Directorate of Education / Department of Basic Education/.
- Results of Placement Test will be recorded in the student's file at school's secretariat.

➤ **Over-Age Students:**

- If the student exceeds age limit of a certain grade level for a period of time no longer than 3 years; he/she will be eligible for grade repetition, however, in cases where the student has exceeded the 3 years age limit he/she may apply for a free exam at the Directorate of Examination located in Rukn Al-Din with the necessary documents which are:

1. Statement of Grades or Administrative Gradation Letter with regard to the last educational level the student attained stating the duration of his school attendance. These documents should be issued by the principal of the school where the student was registered.
2. Civil status record.
3. Proof of Residency letter and 3 photos.

- The above mentioned documents must be submitted to Damascus/Rif Damascus Directorate of Education depending on the location of school or the governorate where the student lives. Subsequently the student will be assigned to the school allocated by the Directorate.

In case the Statement of Grades cannot be obtained from the principal of school, school principals can be approached during their presence at Damascus/Rif Damascus Directorate of Education.

School certificate proving the result of the student in the highest grade level he/she has attained whether he/she has failed or passed the grade.

➤ **Admission to Secondary Education:**

- Admission Grounds:

1. Students are admitted conditionally and finally through the School Documentation Committee in the Ministry exclusively. School Principals of Basic and Secondary Education should always be reminded to follow up on the completion of documents with pupils and students who were admitted conditionally.
2. If the student has complete documents he/she will be accepted conditionally by the Directorate of Education, student's documents would be sent to the Directorate of Examinations/ School Documentation Committee / along with a copy of the conditional admission letter and the school attendance record in order to make the necessary equation. The final decision with regard to admission will be taken by Directorates of Education after equation.
3. If the student applies with no complete documents, he/she will be accepted conditionally by the Directorate of Education for two months based on the last school certificate or a copy of it for the previous school year until the student is able to obtain the complete and certified documents. This conditional admission can be extended again by the Directorate of Education during the same school year. In case the student is unable to obtain the requested documents dully certified, student's applications will be referred to the School Documentation Committee in the Directorate of Examinations of the Ministry of Education to decide whether or not to extend the admission.

- Documents requested to continue study in the Secondary Education:

1. The certificate of Basic Education (Preparatory level or its equivalent) if the country of origin issue such certificates or the certificate of graduation of the ninth grade with the transcript of grades for all subjects along with a copy certified by the Syrian Ministry of Foreign Affairs and Expatriates in Damascus. The Directorate will send the student's complete application (the originals with this copy) to the Committee of School Documentation in the Directorate of Examinations at the Ministry of Education to make the necessary modification.
2. School certificate proving the result of the student in the highest grade level he/she has attained whether he/she has failed or passed the grade.
3. The student should attach to his/her application a recent copy of his/her civil status record or ID or a copy of the passport for non-Syrian students.

Important remark:

- Schools from the Primary level till High School level are free of charge in Syria. Student will not be charged.
- Books are free for Primary and Intermediate levels.

For more info please contact the following numbers:

Rif Damascus Directorate of Education:

0115418913/ 0115443250

Damascus Directorate of Education:

0114464170/ 0114464171/ 0114460792