



Procedure for registering at DUSK for new academic year is as follows:

- Registrar must check for available seats in the grade requested before asking for documents.
 - If the seat is available, the registrar will collect the basic documents required by MOE to register the student. The documents are as follows:
 1. Civil ID and Passport copies
 2. Last three years of report cards
 3. Behavior Report from the previous school
 - If the registrar has any concerns about the student, she/he is required to call the school counselor to speak with the student.
 - After checking all required documents for eligibility, the registrar will call the parents and set a date for an interview with the Vice Principal and Counselor.
 - Once the student meets the Vice Principal, who will check if the criteria is met, the student is required to take and pass the Admission Academic test and if passed the student can then be enrolled.
- Or
- If the student fails to pass the interview, the Counselor will inform the parents they will be notified later about the decision.
 - If the student passes the interview, the registrar will give the **Certificate of Conduct** form to be filed and stamped by the previous school. While returning to DUSK the **No Objection** form will be given to the student to continue the process of registration.
 - Once all documents are received, the Registrar will sign on the document checklist and send the parents to the cashier for payment.

MOE Registration of Students and Organization of the Educational Process for the Academic Year 2025/2026

For American Private Foreign Schools

In accordance with the latest directives from the Ministry of Education in Kuwait, all American private foreign schools must comply with the following guidelines for student registration and organization of the academic process. Refer to the Appendix to see the full documents from the MOE.

1. Registration Deadlines and Mechanisms:

- **Kindergarten and Primary Levels:**
Registration opens on **Sunday, March 16, 2025**, and ends for:
 - **New students: Sunday, May 25, 2025**
 - **Transferring students: Thursday, October 30, 2025**
- **Middle and Secondary Levels:**
Registration starts in **April 2025**, and ends for:
 - **New students: Sunday, May 25, 2025**
 - **Transferring students: Saturday, May 24, 2025**

All American schools must strictly adhere to these registration deadlines. Failure to comply will result in formal communication from the Private Education Department (email, WhatsApp, or official letters). Any school unable to register students within the specified timeframe must notify the General Administration of Private Education by **May 22, 2025**.

2. Age Requirements for Admission (as per Ministerial Resolution No. 215 dated 09/04/2005):

Grade Level	Minimum Age Requirement (as of 15/09/2025)
KG1 (First Level)	3 years and 6 months
KG2 (Second Level)	4 years and 6 months
Grade 1 (First Elementary)	5 years and 6 months

Example: Children born on or before **March 15, 2022** may register for KG1.

3. Student Density Regulations for American Schools:

Academic Stage	Maximum Number of Students per Class
Kindergarten	25 students
Primary Stage	25 students
Middle Stage	25 students
Secondary Stage	25 students

4. Required Documents for Registration:

- Entry certificate from the Ministry of Interior.
- Certified academic certificate (original and copy) from the last educational stage.
- Equivalency approvals (if applicable).
- Certificate of good conduct.
- "No Objection Certificate" from the Examinations and Equivalency Department.

Students under domestic worker visas, commercial visit visas, or temporary permits are **not eligible** for registration.

5. Additional Guidelines:

- Registration is only considered complete upon full payment of registration fees within the designated period.
- Guardians must provide verified legal custody documents if applicable.
- Students with expired residence permits may be temporarily registered until renewal.
- Schools must adhere to the guidelines set out in Ministerial Decisions No. 28394 (1997), No. 31639 (2004), and others as referenced.
- Schools not fully licensed are prohibited from registering new or returning students.
- Students with disabilities must be registered according to the specified timelines.

6. Important Notes:

- All registration processes must be reviewed and approved by the school principal and student affairs department.
- Schools must ensure students' ages are calculated based on birth certificates as of **September 15** of the academic year.
- A formal power of attorney must clearly authorize student registration or transfer if a guardian delegates this responsibility.