

ASB ADMISSIONS TRANSFER PROCESS

International Transfer Process

The Private Education Directorate of the Ministry of Education of Bahrain mandates that students in Grade 2 and above must adhere to the following procedures:

Relocating from	Requirements for joining ASB from outside the Kingdom of Bahrain-Grade 2 -12
All students relocating from GCC countries (Saudi Arabia, Kuwait, UAE, Qatar, Bahrain, and Oman)	<p>Documents required Grade 2-8: original transfer certificate and school report signed and stamped by the school principal and stamped by the ministry of education in the country of issue.</p> <p>Documents required Grade 9-12: original transfer certificate, transcript (if applicable) and school report signed and stamped by the school principal and stamped by the ministry of education in the country of issue.</p>
USA students and students relocating from countries issuing the Hague apostille stamp	<p>Documents required Grade 2-8: original transfer certificate and school report signed and stamped by the school principal. An apostille stamp is required on the original final school report or transfer certificate.</p> <p>Documents required Grade 9-12: original transfer certificate, transcript (if applicable) and school report signed and stamped by the school principal. An apostille stamp is required on the original final school report and transfer certificate. The Hague country list: https://bahrainhelplinegroup.com/</p>
Students relocating from other countries	<p>Documents required Grade 2-8: -Original transfer certificate and school report signed and stamped by the school principal. -Original transfer certificate or school report must be stamped by 2 authorities: 1. Stamp from the ministry of foreign affairs in the country that issued the certificate or stamp from the Kingdom of Bahrain embassy or one of the GCC embassies in the country of issue. 2. Stamp from the embassy of the country that issued the certificates in the Kingdom of Bahrain or in any GCC countries or stamp by the ministry of foreign affairs in the Kingdom of Bahrain – Manama center.</p> <p>Documents required grade 9-12: -Original transfer certificate, transcript (if applicable) and school report signed and stamped by the school principal. -Original transfer certificate and school report must be stamped by 2 authorities: 1. Stamp from the ministry of foreign affairs in the country that issued the certificate or stamp from the Kingdom of Bahrain embassy or one of the GCC embassies in the country of issue. 2. Stamp from the embassy of the country that issued the Certificates in the Kingdom of Bahrain or in any GCC countries or stamp by the ministry of foreign affairs in the kingdom of Bahrain – Manama center.</p>

- **All documents must be in English or Arabic.** If they are not in English or Arabic, they must be translated by an authorized translation office.
- **MOE equivalency certificate (copy of original):** once parents have submitted all required documents to the Ministry of Education, they will be issued an equivalency certificate. This must be submitted to ASB along with the apostilled/attested documents.
- **Students joining Grade 9 – Grade 12:** Bahrain ministry of education will not approve a student's graduation certificate if the above reports are not provided, as requested by ASB, and approved with a stamp for the grade equivalency by the ministry of education in Bahrain.
- Should the relevant documentation not be submitted, after accepting a place at the school, it may result in the school place being withdrawn.

International Transfers Equivalency Procedure

- Please visit the Ministry of Education Examinations Directorate (Customer Service Centre Main Building), located in Isa Town, Kingdom of Bahrain and submit the relevant apostilled/attested documents mentioned in the table above.
- Kindly include a copy of the student's passport and CPR. If the CPR is still in progress, you will need to include the student's residency visa instead.
- If the documents are in another language, an English or Arabic translation must be attached to the originals and stamped by the translation agency.
- Appointments can also be made using the Skiplino Application.

CPR (Central Population Registry)

- To become a resident in Bahrain you must obtain a CPR card. The CPR card is effectively a Bahrain resident identity card.
- Kindly submit to admissions@asb.bh as soon as possible after arrival in in the Kingdom of Bahrain.

Local Transfer Process

Ministry of Education Approval Transferring from another school in the Kingdom of Bahrain (students entering Grade 2 and above).

Grade	Requirements for joining ASB from another school in the kingdom of Bahrain Grade 2-12
Grade 2 and above	<ul style="list-style-type: none"> • End of Year or End of Term Report (copy of original). This must be stamped and signed on each page by the Issuing School. • Transfer Certificate and a 'No Objection Letter' from the previous school (copy of original). These must be stamped and signed by the Issuing School. The 'No Objection Letter' must clearly state that no fees or payments are outstanding. • Parent/Legal Guardians Transfer Request • All parents must submit their child's school transfer request documents via the Ministry portal in order to complete the transfer requirements. Ministry Portal: bahrain.bh