



2007 - 2008

Acceptance Procedures for students from **Foreign countries**, excluding USA & Britain
(Who have official school report cards)

Before coming to Jordan	
First:	From the following authorities, obtain an officially stamped/signed School Report Card for the current school year:
	The school in which the student enrolled
	The local School District office
	The Jordanian Embassy in your country
After coming to Jordan	
Second:	Official stamp on the School Report Card from your Embassy in Jordan
Third	Official stamp on the school report card from the Jordanian Ministry of Foreign Affairs
Fourth:	Go to the Jordan Ministry of Education / General Exams Directorate / Equalizing Certificates dept. / to equalize the student report card. Ministry Address: Jabal Al Weibdeh / Near Princess Alia school. Tel. 4624816 / 4624809 Working hours: Sunday till Thursday: from (8:00)am till (3:00)pm Weekend: Friday & Saturday
Fifth:	Bring the Ministry of Education's Letter to the Baptist school, upon which the student will be given an Acceptance Sheet from the school in the specified class level.
Sixth:	Go to the Directorate of Private Schools / Educational Programs Dept./ taking with you the following papers – to get a Permanent Acceptance for the student in the Baptist School. 1. The school report card 2. The Passport by which the student entered Jordan showing the Entrance Stamp / visa. 3. Valid Residence Permit for the foreign student (stamped on the passport) 4. The Acceptance Sheet from the Baptist School 5. The Equalizing Report from the Ministry of Education. Directorate address: Jabal Al Hussein / behind Al Hussein Police Station / Beside Al Ma'mounieh circle. Tel. 4639310 / 4639311 / 4649603 Working hours: Sunday till Thursday: from(8:00)am till (3:00)pm Weekend: Friday & Saturday
Seventh:	Bring the Permanent Acceptance Sheet from the Directorate of Private Schools to the Baptist School.

P.S. : In case of being unable to certify the Report Card from the Ministry of Education, the student should obtain a temporary acceptance from the Directorate of Private School (for 6 weeks) until he finishes his papers, by taking the papers mentioned in item no. 6 above to the directorate.
