



2008 - 2009

Acceptance Procedures for students from the **USA and Great 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 <b>school</b> in which the student enrolled
	The local <b>School District office</b>
	The <b>Jordanian Embassy</b> in your country
After coming to Jordan	
Second:	Official stamp on the School Report Card from your <b>Embassy</b> in Jordan
Third	Official stamp on the School Report Card from the <b>Jordanian Ministry of Foreign Affairs.</b>
For students coming from the USA only:	
Fourth:	Equalize the Report Card from the <b>Amideast</b> Office / Amman: <b>Amideast Address:</b> Al Sweifieh / BMW showroom / Pizza Hut st. / Rodio Plaza building / 3 <sup>rd</sup> floor. <b>Tel.</b> 5810930 / 5810931 <b>Working hours:</b> Sunday & Monday: from(9:00)am till (6:00)pm Tuesday till Thursday: from (9:00)am till (5:00)pm. <b>Weekend:</b> Friday & Saturday
For students coming from Great Britain:	
Fourth:	Official stamp and equalize the Report Card from the <b>British Council</b> / Amman: <b>British Council Address:</b> First Circle / Rainbow st. / in front of Jordan Petroleum Refinery offices. <b>Tel:</b> 4636147 / 4636148 <b>Working hours:</b> Sunday till Wednesday: from (9:00)am till (6:00)am Thursday: from (9:00)am till (3:30)pm <b>Weekend:</b> Friday & Saturday
Fifth:	Go to the Jordan Ministry of Education / General Exams Directorate / Examinations Dept. / to get their official approval on the equalized certificate. <b>Ministry Address:</b> Jabal Al Weibdeh / Near Princess Alia school. <b>Tel.</b> 4624816 / 4624809 <b>Working hours:</b> Sunday till Thursday: from (8:00)am till (3:00)pm <b>Weekend:</b> Friday & Saturday
Sixth:	Bring the Ministry of Education's approval to the Baptist School, at which time, the student will be given an Acceptance Sheet from the school in the specified class level.
Seventh:	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 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 approval of the Ministry of Education. <b>Directorate address:</b> Jabal Al Hussein / behind Al Hussein Police Station / Beside Al Ma'mounieh circle. <b>Tel.</b> 4639310 / 4639311 / 4649603 <b>Working hours:</b> Sunday till Thursday: from(8:00)am till (3:00)pm <b>Weekend:</b> Friday & Saturday
Eight:	Bring the Permanent Acceptance paper 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 Schools (for 6 weeks) until he finishes his papers, by taking the papers mentioned in item no. 7 above to the directorate.**