



Requirements to Secure an Exemption from the Ministry of Education (for students coming from local Lebanese schools)

To register in the American Program, students must submit an **exemption** issued by the Lebanese Ministry of Education, giving them permission to continue their education in a foreign program.

To secure an exemption, please follow the steps below:

1. Request an attestation of attendance (افادة مدرسيّة) for the last 3 consecutive academic years from **the previous school(s)** and get the documents **certified** by the Lebanese Ministry of Education.
2. Make copies of the above original documents, the applicant's valid foreign passport, as well as the Lebanese ID or individual civil status (اخراج قيد) (if available), for both the student and the parent processing the application.
PS: Put the copies in a clear plastic file and the original documents in another.
3. Request an **exemption application form** from the Office of the Equivalency Committee at the Lebanese Ministry of Education - UNESCO building. Complete the information and submit it along with your documents and prepaid stamps. Once the request is processed, you will receive a receipt with the collection date on it.
PS: The Office's Working Hours: Monday to Thursday, 8:30 am - 11:30 am.
4. Make sure to submit the certified copy of the exemption document you receive to the Admissions Office at Sagesse High School no later than **the end of September of the corresponding academic year** to finalize the registration and enrollment. If it is not submitted by the above deadline, the student will not be registered in the American Program, instead, he/she will be registered in the Lebanese Program.