



SAGESSE HIGH SCHOOL
MARY MOTHER OF WISDOM
Ain Saadeh, Metn – Lebanon

Requirements to secure an exemption from the Ministry of Education

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

Steps to secure an exemption for students coming from abroad:

First: Request and have available **from the country of origin** the following:

- The final school grades of the last 3 years **certified** by The Ministry of Foreign Affairs (and the Ministry of Education)
- **And certified** by the Lebanese Embassy or Consulate

Then, once **in Lebanon**, the above original certified documents should be **certified** by the Ministry of Foreign Affairs in Lebanon (Achrafieh).

Second: Make copies of the above original documents **and** make a copy the Lebanese ID, Ikhraj Keid, and/or foreign passport for both the student applying and the parent processing the application. Place the copies in a clear plastic folder and the original documents in another.

Third: Go to the office of the Equivalency Committee at the Ministry of Education - UNESCO building. The office is open from Monday - Thursday, from 8:30 am - 11:30 am. Request an exemption application form. Complete the information and submit it along with your documents and prepaid stamps (2000L.L.) You will be informed of the date the documents will be available for collection.

The certified copy of the exemption document you receive must be submitted to the Admissions Office at Sagesse High School no later than **September 30, 2013** 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; he/she will be registered in the Lebanese Program.