



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 local Lebanese schools:

First: Request an attestation of attendance and school grades for the last 3 years from the previous school and have the documents **certified** by the Ministry of Education.

Second: Make copies of the above original documents and copies of the valid foreign passport, and Lebanese ID or Ikhraj Keid (if available), 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, 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