Mashrek International School is a bilingual school (English and Arabic). Students ages 3 – 18 years old are admitted to Mashrek as follows:

- Primary Years Program (IB-PYP): kindergarten to grade 4.
- Middle Years Program (IB-MYP): Grade 5 to grade 10.
- International Diploma Program (IBDP): Grades 11 & 12.
- Capacity per class is 25 students. Priority is given to current students who register for the following scholastic year before Dec. 31st of the present scholastic year.
- Priority for new registration is given to those who have been accepted within the criteria listed below as of Jan. 1st of each scholastic year according to:
  1. Having a sibling in the school.
  2. Staff children.
  3. Date of application.
- New students’ seat reservation fee is (300) JD and should be settled within 7 days after acceptance to secure enrollment and complete the admission procedures, otherwise the school reserves the right to use the seat if the admission procedures are not completed within this period. This amount will be refunded upon the student’s graduation or if the student transfers to another school, provided that the Administration is notified in writing prior to December 31st of the previous scholastic year. This is applicable under the condition that the student has spent at least one scholastic year at Mashrek and paid the whole year’s tuition.
- Students who leave the school and later re-register will be required to pay this fee a second time.
- Current students’ registration fees should be paid before December 31st in order to reserve a seat for the following scholastic year. Otherwise, his/her seat will be forfeited to a student from the waiting list.
- The school has the right to reject the request of delaying the student’s registration for one or mere scholastic years delay. The registration fees are not refundable in this case.
- Acceptance of (KG – 2) students depends on the date of acceptance and the completion of official registration procedures and requirements.
- Applicants to grades (3-12) should sit for an entrance exam in Arabic and English languages and Math, then an Interview with the Head of School or her deputy.
- Students of ‘inclusive education and learning diversity’ are accepted at the school upon the Admission Committee’s approval, after checking the student’s specialized report issued by an authorized center. This report should indicate the difficulty experienced by the student in order to determine whether or not the school can accommodate for this specific need. The priority of registration is for siblings and availability of seats in that grade.
- All fees are non-refundable under any circumstances. In case of a student’s withdrawal before the end of the scholastic year, all paid amounts are non-refundable and non-transferable.

I. Registration Procedures for New Students (KG – grade 2):

1. An application form should be completed by the parents/guardians at the reception area. Students applying from outside Jordan should contact the school upon arrival or by e-mail.
2. A member of the school administration will contact the parents by phone to arrange an interview date with both parents and student/s.
3. Once the parents/guardians are notified by phone of their child/children’s acceptance, they will have a week only to make a payment of the registration fees at the Accounting Department; otherwise the seat will be lost.
4. Parents should complete the school registration form.
5. Official documents of KG & grade 1 students should be directly submitted to the school. Grade (2) student documents should be submitted in July (please refer to points in III).

II. Registration Procedures for New Students (Grades 3 – 12):

1. An application form should be completed by the parents/guardians at the reception area. Students applying from outside Jordan should contact the school upon arrival or by e-mail.
2. Applicant students are to undertake an entrance exam to evaluate their academic stance. This entrance exam includes three subjects: Mathematics, English and Arabic Languages. International students will only sit for Mathematics and English Language.
3. Parents will be informed of the results by phone. If the student achieves satisfactory results on the exam, he/she will be interviewed by the School Principal.
4. Once the student is accepted, the parents are to make the registration fees payment at the Accounting Department within one week, otherwise seat will be lost.
5. Parents should complete the school registration form.
6. Parents should submit the official documents to the school in August of that year (please refer to points in III).

III. Registration Documents for Students (KG – 12):

1. Two certified copies of the birth certificate for Jordanians/ One copy of the birth certificate for non-Jordanians.
2. Copy of the medical report (vaccinations record).
3. Student Allergy form.
A. Students Grades 2 - 12 transferring from within Jordan require the following:
The Registration Department at Mashrek should receive the above mentioned documents with the student’s file, in addition to the following documents:
2. Transfer letter from the previous school (certified from the Directorate of Private Education done by Mashrek International School).
3. All previous report cards submitted on ISO form, No.: MM3.
4. Results card.
5. For grade 10 students, 8th and 9th grades report cards should be included in the file.

B. Students Grades 2 - 12 transferring from abroad require the following:
- Transfer certificate.
- Report card certified by the following authorities in this sequence:
  1. Ministry of Education in the country which the student is arriving from.
  3. Upon arrival to Jordan, parents should receive an acceptance letter from the Accounting Department, after paying the required tuition fees in order to complete the rest of the procedures.
  5. Directorate of Examinations & Tests at the Ministry of Education, to attain an approval letter for foreign programs / equivalency - (Jabal Weibdeh / Tel: 4624814).
  6. Private Education Directorate / Capital Governorate, to attain an acceptance approval letter – (Jabal Hussein / Tel: 4640023)
* Note: The original passport is required during this process.

C. Students Grades 2 - 12 transferring from Saudi Arabia require the following:
- Transfer certificate.
- Report card certified by the following authorities in this sequence:
  3. Upon arrival to Jordan, parents should receive and acceptance letter from the Accounting Department, after paying the required tuition fees in order to complete the rest of the procedures.
  4. The Saudi Cultural Consulate.
  5. Ministry of Foreign Affairs – (Jabal Amman, 1st Circle / Tel: 5735150).
  7. Private Education Directorate / Capital Governorate, to attain an acceptance approval letter – (Jabal Hussein / Tel: 4640023)
* Note: The original passport is required during this process.

D. Students Grades 2 - 12 transferring from USA, UK and Canada require the following:
Students transferring from one of the above countries are exclusively required to obtain the latest report card in a sealed envelope issued from the previous school and certified from the below mentioned authorities, after obtaining an acceptance letter from the Accounting Department at Mashrek.
- If arriving from USA: AMID EAST (Wadi Abdoun / Princess Basma Street, Building No.8, Amman / Tel: 5929994)
- If arriving from UK: The British Council (Jabal Amman, 1st Circle / Tel: 4636147)
- If arriving from Canada: Ministry of Foreign Affairs (Ontario, Canada) and then by the Canadian Embassy (Zahran Street, Jabal Amman / Tel: 5901500)
After that, the report card should be certified by the following authorities:
  1. Ministry of Foreign Affairs – (Jabal Amman, 1st Circle / Tel: 5735150)
  2. Directorate of Examinations & Tests at the Ministry of Education, to attain an approval letter for foreign programs / equivalency - (Jabal Weibdeh / Tel: 4624814)
  3. Private Education Directorate / Capital Governorate, to attain an acceptance approval letter – (Jabal Hussein / Tel: 4640023)
* Note: The original passport is required during this process.

For further information and inquiries please contact us at:
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