

Admission of Syrian Expatriate Children in Syrian Schools
&
Certificates Equivalence (Basic and High School Education)

Basis of Admission and the Required Documents from Arab and Foreign Students Intending to Continue their Study in the Syrian Schools
(Basic and High School Education)

First: Students from Arab Countries:

a) *Required Documents:*

1- Basic Education:

A document presenting the student's results (passed/ failed) till the last grade in his school.

2- High School:

- Basic Education Certificate (High School Certificate or any equivalent) if it is issued in his country of residence, if not, a document of passing the ninth grade, both presenting the subjects and results achieved attached with a copy certified by the Syrian Ministry of Foreign Affairs in Damascus. The student's file (the original documents along with the above mentioned copy) is sent by the directorate in the ministry to the School Documents Committee in the Examinations Department in the Ministry of Education for equivalence.
- A document presenting the student's results (passed/ failed) till the last grade in his school.
- Attached copy of the student's civil record, or the identity card, or the passport (for foreign students).

All the above mentioned documents should be certified in conformity with regulations by the issuing country, the Ministry of Foreign Affairs in the issuing country, the Syrian Embassy there, and the Syrian Ministry of Foreign Affairs.

b) Basis of Admission:

1. Basic Education:

Students will be finally admitted in the class they are entitled to through the School Certificates Committee in the Education Directorate due to a school certificate certified in conformity with regulations and representing the results (passed/ failed) achieved by the student in all his study grades till the last one according to the instructions in force. In case a student did not present the required documents certified in conformity with regulations or a copy of the required documents, he will take a knowledge test according to article /12/ of the basic system of the basic education stage by a specialized panel as follows:

- a) A Knowledge Testing Committee is formed for final admission of basic education students (stage1) from the School Educational Supervisor, the director, and two teachers).
- b) A Knowledge Testing Committee is formed for final admission of basic education students (stage2) in one school or more from:
 1. The director.
 2. One or more teachers, in case more than a teacher is assigned for each subject.
 3. An administrator “secretary or director”.
 4. The test subjects are: the Arabic language, mathematics, the foreign language, , science, and social sciences.
 5. Examination results are accredited by the Education Directorate (Basic Education Department).
 6. The test results are kept in the student file with the school secretary.

2. High School Education:

- a) When all the required documents are complete, the student is accepted on provisional basis by the Education Directorate and his documents are sent to Examination Department (School Certificate Committee) with the provisional admission letter and the school attendance report for equivalence procedure. The student is finally admitted by the Education Directorates after the issuance of the certificate equivalence decision.

- b) In case the documents are not complete, the student will be admitted provisionally for two – month by the Education Directorate on the basis of the last educational document or its copy concerning the year of study preceding his admission in order to complete his documents and their certifying. This temporary admission can be extended for a second time by the Education Directorate in the same school year. In case the student failed to submit the required documents certified in conformity with regulations, his full application, along with the attendance report & provisional admission certificate is referred to School Documents Committee in the Examinations Department (Ministry of Education) for considering his admission.

Second: Foreign Students:

a) Required Documents:

1. Basic Education:

A translated document presenting the student's results (passed/ failed) till the last grade in his school.

2. High School Education:

A translated Basic Education Certificate or any equivalent, and in case the country of residence does not issue such a certificate, the student should present a complete sequence of study for all grades up to the last class he attended with the year and the results achieved.

All the above-mentioned documents must be certified in conformity with regulations by the issuing country, the Ministry of Foreign Affairs of that country, and the Syrian embassy there, and the Syrian Ministry of Foreign Affairs.

b) Basis of Admission:

Basic education stage students (first and second) are admitted under provisions of paragraph /B-1/ of "Basis of Admission of Students from Arabic Countries", and the students can be admitted on provisional basis if they did not submit certified documents until they do.

High School education students are admitted on provisional basis or finally through School Documents Committee at the Examination Department (Ministry of Education) exclusively, and directors of basic and high school should be reminded to complete the students' documents including the students admitted on provisional basis.

Third:

The case of the students who do not have school documents is considered in the Examination Department (School Documents Committee) exclusively.

Required Documents for Foreign, Non-Arabic, Basic Education Certificate Equivalence

1. Letter by an official institution stating the purpose of equivalence and the nationality.
2. Original Basic Education Certificate or any equivalent translated and certified in conformity with regulations.
3. Copy of the Basic Education Certificate or equivalence certified from the Syrian Ministry of Foreign Affairs in Damascus.
4. Copy of the Identity Card.
5. Copy of the used passport pages showing entrance, exit and residence visa to and from the issuing country during the studying period.
6. Letter proving the validity of the Basic Education Certificate.
7. Syrian students shall undergo a complementary examination in one of the courses made for that purpose in one of the following months of the year: **/February – August – November/**, in the following two subjects of Syrian basic education curriculum:
 - a) Arabic Language.
 - b) Social Studies.
8. Foreign, Non-Arab, students shall undergo a test in Arabic language: **reading – writing – conversation**, to match the needed level, accompanied with a copy of the passport pages showing “**Name and Nationality**”.

Required Documents for Arabic Basic Education Certificate Equivalence

- 1) Letter by an official institution stating the purpose of equivalence.
- 2) Original Basic Education Certificate or any equivalent certified in conformity with regulations, with a copy certified from the Syrian Ministry of Foreign Affairs.
- 3) Copy of the passport used pages showing entrance, exit, and residence visa to and from the issuing country during the studying period.
- 4) Copy of the Identity Card.
- 5) Letter proving the validity of the Basic Education Certificate.

Required Documents for Arabic Baccalaureate Certificate Equivalence

- 1) Letter by an official institution stating the purpose of equivalence.
- 2) Original Baccalaureate certified in conformity with regulations as well as a list of the studied school subjects certified from the Syrian Ministry of Foreign Affairs in Damascus.
- 3) Copy of the Baccalaureate Certificate and the list of the studied school subjects certified from the Syrian Ministry of Foreign Affairs in Damascus.
- 4) Original Basic Education Certificate or any equivalent certified in conformity with regulations, in addition to a copy certified from the Syrian Ministry of Foreign Affairs, or a school progression for both, the tenth and eleventh grades certified in conformity with regulations and a copy certified from the Syrian Ministry of Foreign Affairs.
- 5) Copy of the passport used pages showing entrance, exit, and residence visa to and from the issuing country during the studying period.
- 6) Copy of the Identity Card.
- 7) Letter proving the validity of the Basic Education Certificate.

Required Documents for of Foreign Non-Arabic Baccalaureate Certificate Equivalence

1. Letter by an official institution stating the purpose of equivalence and the nationality.
2. Original Baccalaureate certified in conformity with regulations and translated as well as a list of the studied school subjects certified and translated too.
3. Baccalaureate Certificate should be issued by either a school or a governmental educational institution. In case it was issued by a private non-governmental school or institution, the student should present a document stating that it is authorized for registering in the governmental universities and institutions in the country of issuance.
4. Copy of the Baccalaureate Certificate and a list of the studied school subjects certified from the Syrian Ministry of Foreign Affairs in Damascus.
5. Copy of Basic Education Certificate or any equivalent certified in conformity with regulations.
6. School progression for both the tenth and eleventh grades.
7. In case the certificate is issue by a foreign school in an Arabic country, the student should present a letter from the Ministry of Education in that country stating that the certificate is equivalent to the Official General Baccalaureate Certificate issued by that ministry.
8. Copy of the passport used pages showing entrance, exit and residence visa to and from the issuing country during the studying period.
9. Copy of the Identity Card.
10. Letter proving the validity of the Basic Education Certificate.
11. Syrian students shall undergo a complementary examination in one of the courses made for that aim in one of the following months of the year:
/February – August – November/ in the following subjects of the Syrian General Baccalaureate Curriculum:
 - Arabic Language /Scientific Sub/
 - Arab World History / Literary Sub/
 - Arab World Geography /Literary Sub/
 - Socialistic National Education.
12. Foreign Non-Arab students shall undergo a test of a sufficient level in Arabic Language: **reading – writing – conversation**, beside attaching a copy of the passport used pages: “**Name and Nationality**”.

Teaching Arabic Language to Expatriates

لغة إفرا وقعت على أسمعنا كانت لنا بروداً على الألبان

سنكل رابطة تؤلف بيننا فهي الرجاء لنا طوم بالضماد

*Guide to some of the courses available in Syria
to teach Arabic to non-native speakers.*

2010

The Higher Language Teaching Institute – Damascus University

Address: Campus of Humanities (Fayez Mansour St.), Damascus University,
MazzeH Highway

Phone: +963-11-3392 5843

Fax: +963-11-212 01 64

E-mail: inquiries@arabicindamascus.edu.sy

Website: www.arabicindamascus.edu.sy

Summer Courses:

Nr	Course Date	Registration Period
1	Sunday, January 3 - Thursday, January 28	20 -30 December 2009
2	Sunday, February 7 - Thursday, March 4	January 24 – February 3, 2010
3	Sunday, March 14 - Tuesday, April 13	28 February - 10 March 2010
4	Monday, April 19 - Monday, May 17	4-14 April 2010
5	Sunday, May 23 - Thursday, June 17	9 -19 May 2010
6	Sunday, June 27 - Thursday, July 22	13-23 June 2010
7	Sunday, August 1 - Thursday, August 26	18-28 July 2010
8	Sunday, September 5 - Monday, October 4	August 22 – September 1, 2010
9	Wednesday, October 13- Tuesday, November 9	26 September-11 October 2010
10	Sunday, November 21-Sunday, December 19	31 October - 10 November 2010

- The administration might change the above mentioned dates, would you please inquire for any changes before registration on: inquiries@arabicindamascus.edu.sy

Classes:

- Sunday to Thursday.
- Class Hours: 09:00 – 13:00 (except for levels 7&8: finish at 14:00 for 10 days).
- Class Size: 8 – 20 students.

Age: /18/ years old and above.

Registration:

Make sure you have all the following required documents ready before the registration dead-line:

- 2 copies of the passport (personal data page and visa page).
 - 4 passport - style photos.
 - Letter from your home embassy in Damascus certifying that the embassy has no objection if you register in the Institute.
 - Certified copy of your AIDS test result from the AIDS laboratory in Damascus (free if the student got a letter from the registration desk in the center. The center address: Damascus, Zablatani St. near Tuma Squar. Working Hours: Sunday to Thursday, 8.30 – 4.30).
 - Filling in the application form provided by the Office of Registration and students affairs (ORSA) in the Institute, room no. B-23 ground floor.
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- **Registration is done strictly in person, the center has no representatives or any information desk other than the Student Affairs Office in the center).**
 - Registration & Students Affairs Office (ORSA) is available from 09:00 to 14:30, Sunday to Thursday.
 - Enrollment is complete after arrival to Damascus **during the registration period** (the student brings in person all the required documents to ORSA and pays the required fees in cash in Syrian pounds **during the registration period**. (We will not accept incomplete applications).
 - These documents (the letter from the embassy & AIDS test) may take at least 2 days to be issued; it is recommended that you contact your embassy in Damascus before you arrive to arrange obtaining the required letter on time.

Placement Test:

- If the student knows Arabic, he takes a placement test before registration according to the Levels System followed in the institute.
- The placement test fee is /500/ SYP.
- The date of the placement test is set during the registration, it takes 2 hours followed by an interview.
- The student does not need the required documents for registration to take the placement test.
- Old students who did not register in the center for more than 4 month should take a placement test before the beginning of the course to determine their exact level.

Levels and Fees:

Stage	Level	Duration		Tuition Fees in SYP	
		Total	Weekly		
1	Beginner	Beginner 1	80 hours	5 days/ 20 hours	18.000
2		Beginner 2	80 hours	5 days/ 20 hours	18.000
3		Beginner 3	80 hours	5 days/ 20 hours	18.000
4	Intermediate	Pre- Intermediate	80 hours	5 days/ 20 hours	18.000
5		Intermediate	80 hours	5 days/ 20 hours	18.000
6		Upper Intermediate	80 hours	5 days/ 20 hours	18.000

Courses of Advanced Arabic Studies

Level	Duration		Tuition Fees in SYP	
	Total	Weekly		
1	Advanced 1	90 hours	5 days/ 22.5 Hours	23.000
2	Advanced 2	90 hours	5 days/ 22.5 Hours	23.000

- Please inquire for any modification in fees before any course you plan to take.
- Each level can be completed in one course.
- You can begin your level in any of the courses of the 2010 schedule (classes are available in every course for levels 1 to 6).
- Staff prepared, chosen very carefully to fulfill the different needs of students and cover all the linguistic skills. Text books will be provided to students on the first day of the course.

Arabic Teaching Institute for Non – Arabic Speakers

Address: 15 Madinah Munawara St.– Mezzeh Villat Sharkiyya - Damascus –
B.O. Box: 9340

Phone: (00963 11) 613 2646 – 613 3151

Fax: (00963 11) 6119453

E-mail: arabicinstitute@mail.sy

Web site: www.arabicteachinginstitute.com

Courses: 3 courses during the year, each is 3 month and a half.

Session	Beginning	End	Registration Period	Tuitions and Fees	Placement Test
1 st winter session	1/10	15/1	From 27/9 until 7/10	/15.000/ SYP all nationalities /5000/ SYP Syrian Expatriates	From 27/9 until 7/10
2 nd winter session	1/2	15/5	From 27/1 until 7/2	/15.000/ SYP all nationalities /5000/ SYP Syrian Expatriates	From 27/1 until 7/2
Summer session	1/6	15/9	From 27/5 until 7/6	/15.000/ SYP all nationalities /5000/ SYP Syrian Expatriates	From 27/5 until 7/6

- A registration fee of 500 Syrian lira applies to new students.
- The Institute does not return registration fees after registration is completed and the fees are paid into the bank.
- The Institute holds examinations after registration for new students (and students who have been away for two consecutive sessions) to determine their level. Students must pay 300 Syrian lira for this examination. However, students registering directly for the beginners' level classes do not need to sit this examination.
- The dates of the sessions and the session fees may be subject to amendment.

Levels of Arabic Teaching: 2 teaching grades of 6 levels:

First Stage (Beginner & Intermediate) Consists of 4 levels (first, second, third and fourth)	Second Stage (Advanced) Consists of 2 levels (Fifth and sixth)
Texts and Reading – Grammar – Dictation – Press and Articles – Stories – Written Expression – Conversation – Audio-visual Activity	Classical and Modern Arabic Literature – History – Grammar and Dictionaries and Rhetoric – Dictation – Press and Articles – Audio-visual Activities

All students who pass any of the six levels successfully are given a certificate. Students who pass the last two levels of the First Stage are given a Diploma of graduation from the Intermediate level, and students who pass the two levels of the Second Stage are given a Diploma of graduation from the Advanced level.

Age: 16 years old and above. (expatriate students of all ages).

Class Hours:

- Lessons are held from 9.00 a.m. – 12.30 p.m.
- Lessons are held five days a week from Sunday to Thursday.
- The weekend is on Friday and Saturday.
- Students must attend 80% of classes in order to take the final examination.

Extra Curricular Activities: The institute holds tourist trips and cultural activities, as well as field trips to museums and archaeological sites present in Syrian cities, in addition to cultural activities and entertainment inside the institute (films, lectures, celebrations).

Inside the Institute there is a library which holds classical and modern books and various dictionaries. There is also a cinema exhibition hall for showings of diverse educational and cultural films.

Registration Documents:

- 5 passport- style color photos.
- 2 copies of every used page of the passport.

- Notification of payment of the fees from the bank (based of a form given to the student from the Institute for the bank).
- 2 Certified copy of AIDS and TB test result (Institute students are entitles to free tests).
- Certified copy of the last academic certificate.
- Filled out enrollment form, and individual promise to commit to institute regulations.

Advantages: A linguistic laboratory is prepared within the institute.

Comments: The registered students have the right to reside in Syria during the course period provided that they present the required documents (a copy of their rental contract or contract of university accommodation).

Arabic Learning Center - Arab International University

Address: Arabic Learning Center- Arab International University, Daraa, P.O.
Box: 16180
Telephone: +963 15 860380
Fax: +963 15 860385
E-mail: info@aiu.edu.sy
Web Site: www.aiu.edu.sy

Courses: (courses cover the entire year, and the fees might be modified.)

Course	Weeks	Weekly Hours	Total Hours	Fees
3 Month/Normal	12	12	144	400\$
2 Month/Normal	8	12	96	350\$
3 Month/Intensive	12	20	240	650\$
2 Month/Intensive	8	20	160	500\$
1 Month/Intensive	4	20	80	300\$

*The center offers specialized courses (literature, media, politics...etc).

* The fees cover the courses only.

Age: all ages.

Levels of Arabic Teaching: beginners, intermediate, and advanced.

Registration: the student fills out the registration form and sends it to the university in person or via email to: alc@aiu.edu.sy. All students will take a placement test.

Transportation: available.

Extra Curricular Activities: continuous trips to all historical and touristic sites in Syria.

Advantages:

- Upon finishing the course, the university issues a certificate states the student's result and period of study.
- Course period and sessions' number are subject to change upon request.
- University accepts registration in advanced Arabic courses according to students major.
- University curriculum is specialized in teaching the Arabic language for non-speaker.

Private University of Calamoon

Address: University of Calamoon, Deratiah. P.O. Box: 222
Telephone: +963 11 78 33 999
Fax: +963 11 78 33 990
E-mail: info@uok.edu.sy
Web Site: www.uok.edu.sy

Courses: /4/ weeks, /80/ hours. from 1/6/2010 to 30/6/2010.

Class Hours: /20/ sessions a weak, /4/ hours a day.

Levels of Arabic Teaching: Intermediate (students who know little Arabic).

Age: all ages.

Extra Curricular Activities: showing a movie each week in the specialized room at the university. One or more touristic tours a week. There is a central library provides all the students need from books and periodicals.

Registration: registration is taken in the Admitting and Registration Directory in the university or through the web site: www.uok.edu.sy.

➤ Registration period: 22/5/2010 – 31/5/2010.

Tuition and Fees: /15.000/ SYP, (including transportation).

Transportation: available from both Damascus and Homes and vice versa, in university buses.

The Higher Language Teaching Institute – Aleppo University

Address: Aleppo University – Aleppo.

Telephone: +963 21 2632163

Fax: +963 21 2674505

E-mail: alepunivlang@hotmail.com
prof.mhamuhsen@hotmail.com

Courses:

General Courses: held every three months since the beginning of the year, at the rate of /12/ class hours a week, total of /82/ hours, from Sunday to Wednesday, from 10:00 a.m. to 14:00 p.m.

Special Courses: designed to meet the needs of small groups of students (10-12). The course duration, weekly hours, and registration fees are determined according to students' request.

Intensive Course: during summer (July, August, or September), at the rate of /12/ class hours a week, total of /48/ hours.

Age: 18 years old and above.

Levels of Arabic Teaching: 9 levels.

- Beginners (3 levels).
- Intermediate (3 levels).
- Advanced (3 levels).

Transportation: unavailable; however, can be managed via external contract.

Extra Curricular Activities:

- Workshops on Arabic literature and culture conducted by specialists from Aleppo University.
- Touristic tours to the most significant historical sites in Aleppo.
- Specialized courses for teaching Arabic writing and calligraphy.

Registration:

- The student registers personally or by fax before a month from the beginning of the course.
- Registration desk is available from 9 a.m. to 2.30 p.m., from Sunday to Thursday.
- Required Documents:
 - 3 styled personal photographs.
 - Copy of the identity card.
 - Certified copy of AIDS analysis.
 - Copy of the passport (personal data page and visa page).
 - Filling out the application in the registration desk.
- The students will be subject to a placement test before registration.

Tuition and Fees:

- Placement test /500/ SYP.
- Syrian expatriate students /10.000/ SYP.
- Foreign students /14.000/ SYP.
- Accommodation in Dar El-Diafeh at the university camp /5000/ SYP.
- Fees exclude the touristic tours.

Women Union

Address: Azizieh, near Latin Church, Aleppo.

Tel: +963 21 2126674/5

Fax: +963 21 2117743

Courses: every three months.

Class Hours: 3 session a week, 2 hours each.

Levels of Arabic Teaching: beginners, intermediate, advanced, (primary level certificate).

Age: 5 till 60 years old.

Extra Curricular Activities: visiting local historical sites, entertainment places, and restaurants. Participating in the Women Union parties and events.

Transportation: unavailable.

Fees and Tuition: /3500/SYP.

Advantages: attendance certificate at the end of the course, registering brilliant students in free- of -charge courses. Regarding children, there will be song teaching, folkloric dance training, and traditional food cooking for three stages of childhood.

The Higher Language Teaching Institute – Tishreen University

Address: Tishreen university -Latakia – Syria, P. O. Box: 2230
Telephone: +963 -41-439569
Fax: +963 -41-439569
E- mail: languageinstitute@tishreen.shern.net

Courses:

- Summer courses start from July 1st till the middle of September in each year.
- Winter courses are opened depending on the available student number.

Duration: 2.5 months, 75 days.

Class Hours: 4 sessions a week, 2 hours each.

Age: 18 years old and above.

Levels of Arabic Teaching: beginner and intermediate.

Extra Curricular Activities: Touristic tours in Latakia and other Syrian governorates.

Tuition and Fees: /15.000/ SYP, excluding tour fees.

Transportation: taxi or hired cars.

Advantages: providing housing in the university camp during summer for nominal fees.