



## APPLICATION PROCEDURE FOR SCHOOL YEAR 2025-2026

### Calender :

Phase	Starts at	Ends at
Online pre-registration + INTERVIEW (kindergarten)	19/01/2026	12/02/2026
Admissions committee + finalization of lists (SCAC + LFC)	13/02/2026	19/02/2026
Notifications to families	19/02/2026	19/02/2026
Registration of admitted students (initial registration fee payment)	Deadline March 2nd	
Payment verification by the accounting department	03/03/2026	10/03/2026
Cancellation of unpaid fees' requests	11/03/2026	11/03/2026

### Definitions :

Application	Action by families which consists of officially making a registration request for a child; this term covers the entire procedure (from pre-registration to registration)
Pre-registration	1st step of the application which consists of officially making a request for schooling at the LFC from a family for their child
Admission	2nd step of the application procedure: it is the reply from the LFC (or the ad hoc commission) which confirms the decision taken (ADMITTED or placed on the WAITING LIST, or REFUSAL)
Assignment	Term to be used to designate the school where the child will be admitted by decision of the admissions committee (valid only for the 1st level and on condition of having the family previously precised the wished site) - this decision will be final
Registration	Action by the family of the child admitted which consists of confirming to the LFC their acceptance of admitting their child to school (and at the assigned site)

All applications for the September 2026 academic year must be subject to pre-registration done from January 19th 2026.

### 1. HOW TO SUBMIT AN APPLICATION ?

#### Pre-registration:

All applications are made online from January 19th. Please note that you need to create an account to register using the following link: <https://lfcaire.family-administration.skolengo.net>



Once you finish properly your pre-registration request, you will receive a confirmation email and a file number to use in all future correspondence. You must upload **ALL** requested documents **at once** (see the appendix at the end of this document).

The absence of one of the required documents at the time of application may cause the rejection of the file.

*Posting a pre-registration request, then receiving a file number does not mean that your child is admitted to the LFC. Decisions of the admission committee will be sent to families on February 19th.*

**Important:** The nationality declared and justified during the registration request CANNOT be changed during schooling at the Lycée Français du Caire, except for children who acquire French nationality during their schooling.

By entering your child's name for passports with several names (e.g.: Egyptian passport) : the last name on the passport is used as the Family name, the other names are used as the student's First names. (Ex.: name on the passport Nourhan Ahmed Mahmoud El Sayed → put ELSAYED in the Family name box, Nourhan in the First Name box 1, and Ahmed Mahmoud in the First Name box 2).

## 2. WHAT DOCUMENTS ARE REQUIRED FOR AN APPLICATION ?

The complete list of documents, to be submitted with your application, are available on page 5 of this document.

All documents must be uploaded at once during pre-registration application. Once the online application is closed, you will no longer be able to upload documents.

For any questions relating to the application, you can write to the addresses below:

- For an application for **primary school** (from the prekindergarten section to CM2):
  - Maadi School: [candidatures-primaire.maadi@lfcaire.net](mailto:candidatures-primaire.maadi@lfcaire.net)
  - Zamalek school: [candidatures-primaire.zam@lfcaire.net](mailto:candidatures-primaire.zam@lfcaire.net)
  - New Cairo school: [candidatures-primaire.nc@lfcaire.net](mailto:candidatures-primaire.nc@lfcaire.net)
- For an application to **Secondary – middle and high school** (from 6th grade to final year):
  - Merag school: [candidatures-secondaire@lfcaire.net](mailto:candidatures-secondaire@lfcaire.net)

Please note: in the subject line of any email, you must specify the child's first and last name and the requested school grade.

## 3. WHEN AND HOW ARE APPLICATIONS EXAMINED ?

Pre-registrations will close on February 12th, 2026 at 23:59 Cairo time. Only complete files will be examined by the admissions committee. Families will be notified of the decision to their application on February 19th 2026.



**Priority is given, depending on available places:**

From kindergarten to final grade :

- Priority 1 : Students of French nationality
- Priority 2 : Students of another nationality, enrolled, at the time of registration, in France or abroad in a French educational establishment, public or approved by the French Ministry of National Education (AEFE, MLF, or private schools under contract)
- Priority 3: All others

For the pre-kindergarten :

- Priority 1 : Students of French nationality
- priority 2: All others

Admission is not considered to be by right. If needed, an interview and/or entry test may be organized.

Admission of the Petite Section to CE2 will be proceeded by an interview (family, child, Primary Director), upon appointment from January 20th 2026 all along the duration of registration requesting campaign and respecting the availability. All application requests will receive a response.

Candidates not enrolled in a French public school or private school under contract/approved by the Ministry of National Education, may be subject to admission tests. The date will be communicated later. Their admission will depend on vacant places.

According to availability , the file priority and quality , the decisions sent to families are:

- Admitted
- Placed on a waiting list
- Denied

These decisions are final and not negotiables.

#### 4. HOW TO PROCEED WITH FINAL REGISTRATION ?

March 2<sup>nd</sup> 2026 the latest, families of “Admitted” students must confirm their wish to register their child and paying the first registration fees as well.

The amount and terms of payment of first registration fees as well as tuition fees are available on  
<https://www.lfcaire.org/inscriptions/frais-de-scolarite-et-reglement-financier/>

**The first registration fee is not refundable in the case of registration request withdrawal.**

After this date, the requested registration steps were not fulfilled, the admission is cancelled and the place is offered to one of the candidate on the waiting list.

Second week of June, additional documents will be requested to finalize registration. The list and terms of submission of these documents are specified in the appendix at the end of this document. A registration confirmation with all the school entry day's infos will be sent to families on june 26th 2026 at the latest.



N. B. : Families whose applications are placed on the waiting list will be contacted by the LFC once new places become available.

## 5. HOW TO APPLY FOR A SCHOLARSHIP ?

French students can, under certain conditions, benefit from school scholarships. For information related to the creation of the file, please consult the website of the Consulate of France on <https://www.lfcaire.org/inscriptions/bourses-scolaires/>

The first registration fees remain mandatory for all applications; regardless of the status of the scholarship application.

## 6. OFFERED EDUCATION

- For primary school, please consult the following link:

<https://www.lfcaire.org/ecolets-primaires/programme-et-fonctionnement/>

- For college, please consult the following link

<https://www.lfcaire.org/college-lycee/enseignements-au-college/>

- For high school, please consult the following link

<https://www.lfcaire.org/college-lycee/enseignements-au-lycee/>



**DOCUMENTS TO BE UPLOADED WHEN PRE-REGISTERATING YOUR CHILD**

***All documents must be uploaded at once during pre-registration. Once the form is closed, you will no longer be able to upload documents***

**For students of French nationality – scanned copies of the following documents :**

1. Student's passport or family record book (written pages).
2. School certificate issued by the school where the student is currently enrolled.
3. The 3 school records from last year and that of the first period of the current year.

**For students of other nationalities – scanned copies of the following documents :**

1. Student's passport or an approved translation of the birth certificate.
2. School certificate issued by the school where the student is currently enrolled.
3. The 3 school records from last year and that of the first period of the current year.

**An incomplete file will not be examined**

**DOCUMENTS TO BE PROVIDED - scanned - IF YOUR CHILD IS ADMITTED**

**Between 12th and 19h June 2025 – upload to skolengo (the details will be sent earlier by e-mail to the admitted students) – as a PDF document in high scan quality:**

1. Parents' passports in one PDF.
2. The last bulletins of the current year with the orientation notification (notification of passage, repetition, decision of the appeals committee).
3. The exit certificate.
4. Completed Family information sheet.
5. Completed Emergency form.
6. Copy of the vaccinations page of the child health record.
7. Signed certificate of having read the financial regulations and internal regulations of the establishment (for the primary school, the original certificate is to be sent with the student on their first day of school, to the secretariat).