



دائرة رأس الخيمة للمعرفة
RAS AL KHAIMAH
DEPARTMENT OF KNOWLEDGE

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INVESTOR GUIDE TO ESTABLISHING A PRIVATE SCHOOL IN RAS AL KHAIMAH

Issued by Ras Al Khaimah Department of Knowledge (RAK DOK)

Empowering investors with clear guidance, transparent processes, and supportive regulatory framework to build high-quality private education in Ras Al Khaimah.

Introduction

This guide outlines the regulatory framework, requirements, and step-by-step procedures for establishing and licensing a private school in the Emirate of Ras Al Khaimah. It is designed to support investors, school operators, and educational institutions by providing clear guidance on the approvals, documentation, and compliance obligations mandated by the Ras Al Khaimah Department of Knowledge (RAK DOK) and relevant government authorities.

The guide aims to ensure transparency, facilitate efficient processing, and promote compliance with educational standards and regulations, from initial application through final licensing and operational readiness.

Role of the Ras Al Khaimah Department of Knowledge (RAK DOK)

The Ras Al Khaimah Department of Knowledge (RAK DOK) is the competent regulatory authority responsible for the governance, licensing, supervision, and quality assurance of private education institutions in the Emirate of Ras Al Khaimah.

RAK DOK oversees the establishment and operation of private schools to ensure compliance with approved educational standards, regulatory requirements, and national education policies. Its responsibilities include reviewing and approving academic plans and curricula, issuing initial and final educational approvals, monitoring institutional compliance, and conducting periodic inspections and evaluations.

In coordination with relevant local and federal authorities, RAK DOK also ensures that private schools operate in a safe, compliant, and sustainable manner, safeguarding the interests of students, parents, and the wider education community.

Steps for Licensing a Private School in Ras Al Khaimah (1/5)

Step 01: Initial Contact with RAK

The first step in establishing a new private school in Ras Al Khaimah is to formally express interest to the Ras Al Khaimah Department of Knowledge (RAK DOK).

Investors are required to submit an official expression of interest by contacting the RAK DOK Licensing Department via email:

Licensing Email: licensing@dok.rak.ae

Step 02: Appointment with RAK DOK

Upon receipt of the expression of interest:

- The RAKDOK Licensing Department will review the request
- An official appointment will be scheduled with RAK DOK Management
The purpose of this meeting is to:
- Discuss the proposed school concept and vision
- Guide investors on the next steps toward concept approval

This initial engagement ensures that investors receive early guidance and alignment with RAK DOK regulations before proceeding to formal application stages

Step 03: Submission of Academic

Applicants are required to submit the following documents to the Licensing Department:

- Academic Plan – via email to: licensing@dok.rak.ae
- Proposed Land Plot or Leased Building Location Details

Review Process:

- The Licensing Department will thoroughly review the submitted academic plan.
- An Academic Plan Assessment Form will be returned to the Applicant with any feedback.
- Applicants may submit and revise the academic plan up to three times to ensure compliance with RAK DOK standards.

Academic Plan for Licensing a New Private School

The purpose of this academic plan is to clearly present the type of private school you are planning to open in the UAE

01

Overview of the academic plan

- 1.1 Applicants' names, profiles and contact details
- 1.2 Type of school:
- 1.3 Name and address:
- 1.4 Proposed year and month of opening
- 1.5 Proposed curriculum
- 1.6 Gender and Grade/Year groups
- 1.7 Instruction time
- 1.8 Proposed language(s) of instruction
- 1.9 Admissions policy

02

Provision for Emirati students

- 2.1 Attracting, admitting and retaining Emirati students
- 2.2 Using student achievement data
- 2.3 Supporting Emirati students' educational success
- 2.4 Ensuring that Emirati students know their potential
- 2.5 Providing a teaching and learning environment
- 2.6 Ensuring that Emirati students gain the skills, knowledge

03

Vision, mission, rationale and quality assurance

- 3.1 School vision
- 3.2 School mission
- 3.3 Rationale for the proposal
- 3.4 Quality assurance

04

Curriculum

- 4.1 Introductory statement
- 4.2 Statutory requirements
- 4.3 Extra-curricular provision
- 4.4 Provision for students whom the language of instruction is an additional language.
- 4.5 Learning resources



05

Teaching, Learning and assesment

- 5.1 Strategies for teaching and learning
- 5.2 Supporting the needs of individual students.
- 5.3 Assessment plan
- 5.4 Reporting to and consulting parents

06

Behavior and attendance

- 6.1 Student attitudes and behavior policy
- 6.2 Attendance

07

Student services

- 7.1 Counselling
- 7.2 Career guidance
- 7.3 Student safety
- 7.4 Food
- 7.5 Health

08

Human resources

- 8.1 Governance structure
- 8.2 School management
- 8.3 Teachers
- 8.4 Administrative and other staff
- 8.5 Recruiting and hiring
- 8.6 Performance evaluation (appraisal)
- 8.7 Professional development
- 8.8 Remuneration and allowances

09

Financial plan

- 9.1 Financial policies and procedures
- 9.2 Breakdown of fees

*Note: RAKDOK has systems in place to measure the financial sustainability for the project and will discuss with each investor individually.



Steps for Licensing a Private School in Ras Al Khaimah (2/5)

Step 04: Land/Building

- The land/building location and academic plan will be reviewed in detail and feedback provided to the applicant. Also, an approved Traffic Management Plan would be required issued from RAK MUN.
- If approved, the applicant can proceed to Step 5.

Step 05: Obtain Initial Economic License and Lease

- After approval of the Academic Plan by RAK DOK, the applicant must request RAK DOK to issue a Preliminary Approval (PNOC) to RAK DED. Based on this PNOC, RAK DED will issue an Economic License with the classification of inactive status.
- The 'inactive' economic license, together with the reserved trade name, may be used to proceed with:
 - a. Lease agreement arrangements
 - b. Coordination with relevant authorities, subject to their requirements

The economic license will remain inactive until all licensing and regulatory steps are completed.

Trade Name and License Consistency

- The trade name reserved with RAK DED must exactly match the name approved by RAK DOK on the Educational License.
- Investors are strongly advised to coordinate the trade name with RAK DOK in advance before final reservation.
- The same legal entity name will appear on both:
 1. The DED Economic (Commercial) License
 2. The RAK DOK Educational License



Steps for Licensing a Private School in Ras Al Khaimah (3/5)

Step 06: Building Architectural Drawings Approval

The applicant is required to obtain approval for the school's architectural drawings from the Ras Al Khaimah Municipality.

Step 07: Obtain Building Completion Certificate (for new building

Applicants are required to obtain the following from RAK Municipality:

- Building Completion Certificate (for existing building/land)
- Approved Engineering Floor Plan

Procedure:

The Applicant should request RAK DOK to issue an official letter to RAK Municipality titled: "Request for Issuance of Building Completion Certificate"

Step 08: Obtain and Submit a Building Lease Contract

Applicants must secure and register the official building/land lease contract, approved and attested by RAK Municipality, confirming legal use of the premises for educational purposes.

Step 09: Obtain Building Inspection Report

A Building Inspection Report must be issued by RAK Municipality, confirming that the school premises comply with approved plans, zoning regulations, and safety requirements. RAK DOK Letter to RAK Municipality will be provided.

Step 10: Principal Appointment and Interview

The applicant must submit the proposed principal's CV, academic degree with Ministry of Education – UAE equivalency certificate, and all required documents for review by the Department of Knowledge.

The candidate will then attend an interview with DOK for assessment and approval of the appointment.



Steps for Licensing a Private School in Ras Al Khaimah (4/5)

Step 10: Apply for Initial Educational License from RAK DOK

Once the above steps are completed, Applicants must apply through the RAK Digital Portal to obtain the Initial Educational License from RAK DOK;

<https://rakdigital.rak.ae/index.html#/Services/DOK/280>

This license allows the Applicant to proceed with completing all remaining regulatory and compliance requirements.

Step 11: Obtain Civil Defense Compliance Certificate

Applicants must obtain a certificate from Civil Defense confirming compliance with fire and life safety requirements:

Certificate Title: "Certificate of Compliance with Fire Prevention and Safety Requirements for Buildings".

Step 12: Obtain Hemaya Security Systems Safety

Applicants must obtain a security compliance certificate from the General Resources Authority, confirming the safety and adequacy of security systems:

Certificate Title: "Security Systems Safety Certificate (Hemaya)".

Step 13: Obtain School Clinic License

Applicants must obtain a School Clinic License and Nurse license from the Ministry of Health and Prevention (MoHAP) and school Doctor as per MoHAP' School Clinic Regulation.

Step 14: Activate DED commercial

After completing all previous steps and obtaining all required approvals and certificates, the applicant may submit a request to Ras Al Khaimah Department of Economic Development (RAK DED) to activate the commercial license.



Steps for Licensing a Private School in Ras Al Khaimah (4/5)

Step 15: Apply for Final Educational License

After completing all regulatory approvals and certificates, Applicants must submit a request through the RAK Digital Portal to obtain the Final Educational License from RAK DOK; <https://rakdigital.rak.ae/index.html#/Services/DOK/280>

- Upon approval, the school will be officially licensed to operate in Ras Al Khaimah.
- Ongoing compliance with RAK DOK regulations and quality standards will be required.



Conclusion

This Investor Guide has been prepared to provide clear and practical guidance for investors seeking to establish a private school in Ras Al Khaimah under the supervision of the Ras Al Khaimah Department of Knowledge (RAK DOK). The outlined steps are designed to ensure a transparent, efficient, and compliant process, while maintaining the highest standards of educational quality.

RAK DOK remains committed to supporting investors throughout the licensing journey, from initial planning and academic approval through to final licensing and operational readiness. By following the guidance provided in this document, investors can confidently navigate the requirements and contribute to the growth of a sustainable and high-quality education sector in Ras Al Khaimah.

We look forward to partnering with you and welcoming your school to Ras Al Khaimah.

for any enquiries please contact RAKDOK Licensing Dept licensing@dok.rak.ae

