

GUIDELINES/INSTRUCTIONS

- The admission on transfer is facilitated to only the regular students who passed the higher secondary first year examination 2022.
- The transfer of admission for the regular student will be admissible only from permitted/ recognized institution to recognized/ 2nd year permitted institution (student from other board/council registered under COBSE can also apply)
- **TRANSFER OF A STUDENT SHALL BE CONSIDERED ON THE FOLLOWING GROUNDS ONLY-**
 - ✓ Transfer of Parents in service.
 - ✓ Unavoidable change of residence of parents.
 - ✓ In case of the female candidate, change of place/residence due to Marriage.
 - ✓ Medical ground.

Note: The council may consider case(s) other than those mentioned above depending on the merit.

- Application shall be considered if subject(s) proposed by the student is / are permitted in the recognized / permitted institution of the Council to where transfer is sought.
- In case of Transfer of Parents in service, attested copy of order of transfer from competent authority and certified joining report from the Controlling Officer after joining the new place of posting is to be submitted.
- In case of unavoidable change of residence of parents (in the event of death of parent, copy of death certificate has to be submitted). In this connection a certificate is to be produced from the concerned revenue authority where from transfer is sought.
- In case of female candidate, change of place/residence due to Marriage, candidates shall have to submit an affidavit to this effect.
- If transfer is sought on medical ground, a medical Certificate from competent authority is required to be submitted.
- Transfer will be allowed to the registered and eligible students only.
- **Student from other Board/Council registered under COBSE has to upload a scanned copy of filled up Registration Form. The original Migration Certificate along with the acknowledgment certificate downloaded from the portal is required to be submitted to the council.**
- **Applicant shall upload necessary certificate in support of his / her claim seeking transfer.**

Enclosure:

- I. Scanned copy of HSLC Marks Sheet.
- II. Scanned Copy of HS 1st Year Admit Card. **(For AHSEC students only)**
- III. Scanned copy of H. S. 1st Year Marks Sheet (if any)/ Valid document duly attested by the Principal concerned that the subjects are studying by the student in the institution.
- IV. Scanned copy of filled up **“RECOMENDATION FOR ADMISSION ON TRANSFER OF REGULAR STUDENTS WHO PASSED HS 1st YEAR EXAM, 2022”**.
- V. Scanned Copy of filled up registration form is required to be uploaded. **(For Students of Other Board).**