



དཔལ་ལྷན་འབྲུག་གཞུང་། ཤེས་རིག་དང་རིག་ཅུལ་གོང་འཕེལ་ལྷན་ཁག།

Royal Government of Bhutan  
Ministry of Education & Skills Development  
Department of School Education  
School Liaison and Coordination Division



### STUDENT TRANSFER FOR GRADE I - XII (except for Grades VII, IX, & XI)

This is to notify all schools that the Student Transfer Portal will be opened to facilitate the processing of student transfer applications for the academic year 2026. All schools shall follow the procedures and timelines prescribed below:

1. For transfer, the students can apply to schools online [FULLY ONLINE ADMISSION]. For those who are unable to apply online, there is an option to submit all required documents directly to the school in person [PARTIALLY ONLINE ADMISSION].
2. For classes VII, IX, & XI, a separate notification will be issued after the result declaration.

Sl. No.	Activities	FROM DATE	TO DATE
<b>Classes I - XII (Except VII, IX, and XI)</b>			
1	Admission Application	3 January 2026	31 January 2026
2	Schools to complete accepting and rejecting applications	1 February 2026	15 February 2026
3	Students to complete accepting or rejecting schools	16 February 2026	20 February 2026
4	Schools to admit students	<b>Within one week after the student reports</b>	

3. Documents for students on transfer
  1. Transfer order for parents/guardians on Transfer or Letter of concern for parents/guardians (*from working agency if the parent(s) is/are working within the catchment area of the school or from Gewog Office if the parents belong to the Gewog concerned*)



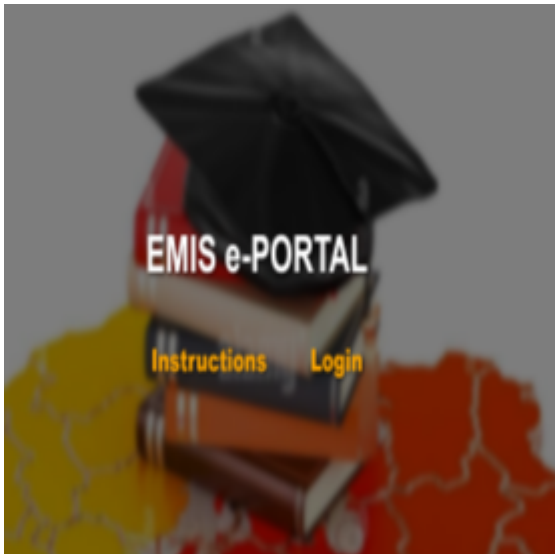
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## ANNEXURE I: Process for Online Transfer via EMIS Portal

Open any internet browser and enter the URL <https://portal.education.gov.bt>. The login screen, as shown in the figure below will appear.



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Username  
Enter your username

Password  
Enter your password

Sign In      Forgot Password?

Seek Support

[← Back to Home](#)

Click on the **Login** button. The next screen (Figure 2) will appear.

Use your **Student Code** as the username and enter **passw0rd321** as the password.

Click on the **Sign In** button.

EMIS PORTAL

Announcement

SlNo	Title	Description
1	Notification on Admission	PP admission for the YEAR 2025 deadline - 6th November 2024 to

Admission Details

No	Dzongkhag/Thromde	School Name	Admission Class	School Decision	Student Decision
EMPTY	EMPTY	EMPTY	EMPTY	EMPTY	EMPTY

A Dashboard as shown in the above figure.



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Click on **Apply to Schools (Other than CL.XI Admission)** to initiate the transfer application.

A screen with your **Personal Details, Present School Details and Parents/Guardian Details** will appear.

As you scroll down, a window to apply for transfer will appear as shown below:

Apply for Admission

(\*Note: Minimum Age for PP admission should be 5 years on 5th february of the following year.)

Are you a repeater?: ☐ Yes ☒ No (\*Note: Click "Yes" only if you are a repeater; otherwise, do not switch)

No	Dzongkhag/Thromde	School/ECCD Centres	Class	Transfer Reason	Contact Number	Attachment	School Decision	Student Decision	Action
	Please Select	Please Select							

You can select the Dzongkhag/Thromde of the school you are applying to and select the school where you want to transfer.

After you complete selecting the school, a screen will appear like shown below.

Enter the requested information and **Submit**.

Brief description for seeking transfer.\*

(\*Note: Note: All the related documents need to be compiled into one document and upload) **Supporting Document:\***(Max File Size 1.5 MB)

(Any document that will strengthen your application to the new school e.g concern letter)

Choose File No file chosen

Select class.\*

Contact Number.\*

Contact No

Submit

To apply for the second and third option, repeat the above steps.



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#### Acceptance by School:

1. After successfully applying to schools, principals will start taking action against your child's admission
  1. If Approved by the school, your status of school decision will be changed to **Accepted**, if not, it will change to **Rejected**.
2. Students will have to login to the EMIS portal to check the status of acceptance or rejection by the school.

#### Acceptance by Students:

1. If approved by school, the student can accept the decision to be Accepted or Rejected. Once you have taken action, principals will see the change in status saying a particular student has **Accepted** or **Rejected** the admission.

#### Admit the student

1. Once the student joins the school, the school principal will admit the student if both the schools' and students' decisions were accepted.



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## ANNEXURE II: PARTIALLY ONLINE ADMISSION

Students can submit the Transfer application to the school. The school must enter the admission application on behalf of the student in the EMIS

### Application for admission

1. Login in with the principal's credential in *systems.education.gov.bt*
2. Select the education management system from the landing page.
3. Click the student menu.
4. Click admission services
5. The admission application can be entered as a new transfer:
  - a. **New Transfer:** If the child has previously been enrolled in ECCD Centers or schools, you will have to register him/her as a new transfer student since he/she has already been assigned a student code.
6. Save it after filling out all required fields.

### Acceptance by School:

- Click Admission. The principal will see a list of registered students.
- The principal can either accept or reject the admission.
  - o Click on accept for acceptance and reject for rejection

### Acceptance by Students:

1. Click the **NEW REGISTRATION/ NEW TRANSFER.**
  1. Accept the student's decision on behalf of the student.

### Admit the student

1. Once the student joins the school, the school principal will admit the student if both the school's and the students' decisions were accepted.

How to check the status of school?

1. Login to portal
2. Click **Apply to school other than XI Admission**
3. If the school changes the status to "accepted" the student should confirm his/her decision if he/she is willing to attend that school. If he/she is not



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interested, he/she should change his/her status to “rejected”. The school is only confirmed when decisions of both the school and the student are “accepted”. Students cannot change the decision unless the school accepts or rejects the student's decision.