



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

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## **STUDENT TRANSFER FOR GRADE VII & IX, 2025**

The following table outlines the timeline for the application process for students who have passed grades VI & VIII.

Grade IX			
Sl.No	Activities	FROM DATE	TO DATE
1	Admission application	26 January 2026	5 February 2026
2	Schools to complete accepting or rejecting applications	6 February 2026	15 February 2026
3	Students to complete accepting or rejecting the school	16 February 2026	20 February 2026
4	Schools to admit students and allocate classes and sections	Within one week after the student reports	

Grade VII			
Sl.No	Activities	FROM DATE	TO DATE
1	Admission application	05 February 2026	10 February 2026
2	Schools to complete accepting or rejecting applications	10 February 2026	15 February 2026
3	Students to complete accepting or rejecting the school	16 February 2026	20 February 2026
4	Schools to admit students and allocate classes and sections	Within one week after the student reports	

## **Attachment of documents for Students on Transfer**

## Transfer order for Parents/Guardian on Transfer OR

### Letter of concern for Parents/Guardian

- from the working agency if the parent(s) are working within the catchment area of the school or
- from the Gewog Office if the parents belong to the Gewog concerned

## Placement of Students (Grade IX, 2026) of Feeder Schools

Based on the catchment and feeder schools of Dzongkhags/Thromdes, schools will carry out placement offline from 26 January to 15 February 2026 and update the EMIS one week after the student reports to the school.



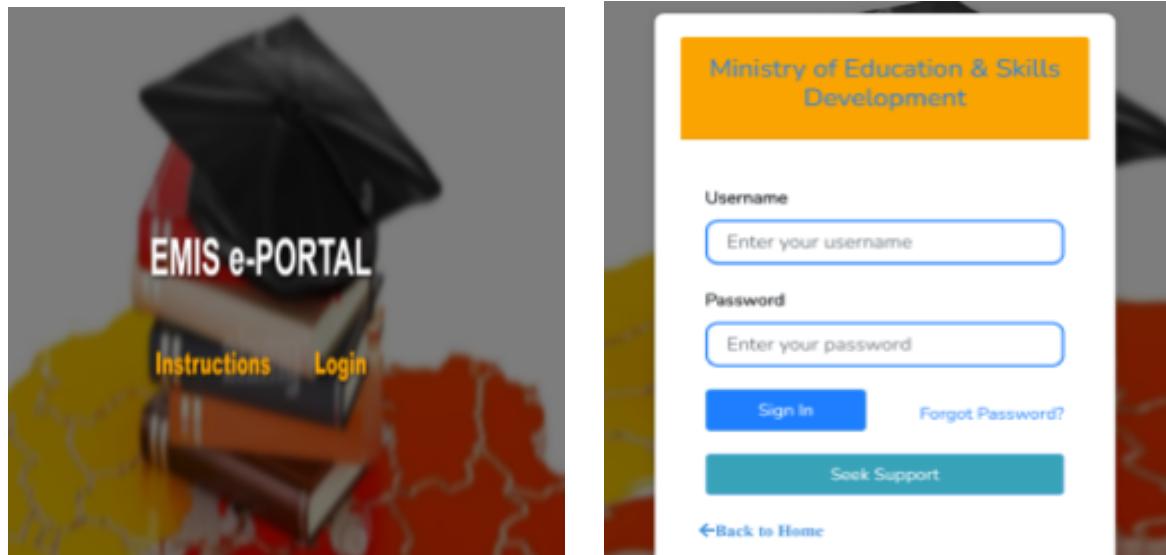
ବିହାରୀଭାଷାମାତ୍ରରେ ପ୍ରକାଶିତ ମହାନାମାତ୍ରରେ ପ୍ରକାଶିତ ମହାନାମାତ୍ରରେ

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## 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.



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.

A Dashboard as shown in the above figure.



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Click on **Apply to Schools (Other than 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									
<p>(*Note: Minimum Age for PP admission should be 5 years on 5th feburary of the following year.)</p> <p>Are you a repeater? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>(*Note: Click "Yes" only if you are a repeater; otherwise, do not switch)</p>									
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 as shown below.

Enter the requested information and **Submit**.

<p><b><u>Brief description for seeking transfer:</u></b></p> <div style="border: 1px solid #ccc; height: 100px; margin-top: 10px;"></div>	<p>(*Note: Note: All the related documents need to be compiled into one document and uploaded) <b>Supporting Document:</b>* (Max File Size 1.5 MB)</p> <p>(Any document that will strengthen your application to the new school e.g concern letter)</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <div style="display: flex; align-items: center;"> <span style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 10px;">Choose File</span> <span>No file chosen</span> </div> </div>
<p><b>Select class:</b>*</p> <div style="border: 1px solid #ccc; height: 40px; margin-top: 10px;"></div>	<p><b>Contact Number:</b>*</p> <div style="border: 1px solid #ccc; height: 40px; margin-top: 10px;"></div>
<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 5px 10px; border-radius: 5px; font-weight: bold; font-size: 10pt; margin-right: 10px;" type="button" value="Submit"/>	

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