



**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	12 February 2026
2	Schools to complete accepting or rejecting applications	13 February 2026	17 February 2026
3	Students to complete accepting or rejecting the school	18 February 2026	23 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.



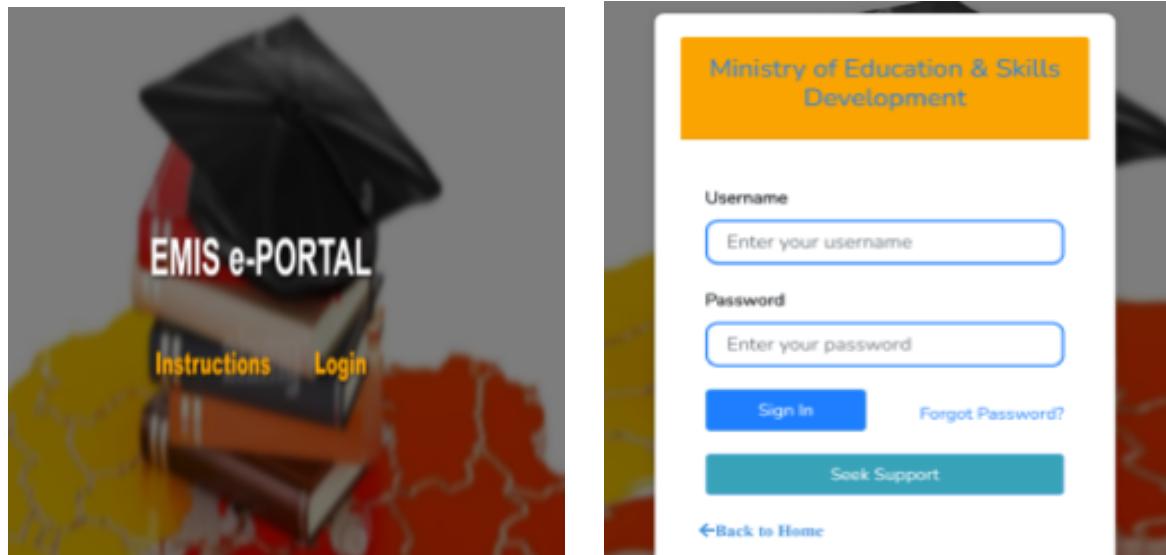
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Process for Online Transfer via EMIS Portal

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**.

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