

## Proforma for Processing Transfer Admission - ISC

Registration Number

Name of the candidate

School Code of Admitting School

School Name

*Supporting Documents to be attached  
(Kindly tick against the boxes)*

Transfer Certificate

Promotion Record \*

Attendance Certificate

Copy of attendance Register\*\*

Subject Undertaking \*\*\*

Original Registration Card

*(copies of  
all the  
supporting  
documents  
should be  
**duly**  
attested by  
the Head  
of the  
admitting  
School)*

Signature of Head of the admitting School

School Seal

*Note \* Pass Criteria to be checked by the Head of the admitting School - 40% or more in English and three other subjects*

*\*\* Attendance certificate accompanied with attested photocopy of Attendance Register showing attendance of concerned candidate (showing number of attended days out of total working days)*

*\*\*\* Subject Undertaking – **On school letterhead** by the Head of the admitting School stating that the candidate will be admitted with the same subjects that he/she was registered for.*