

COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS
Proforma for Processing Transfer Admission - ISC

Registration / Unique ID No.

Name of the candidate

School Code of Admitting School

School Name

Supporting Documents to be attached
(Kindly tick the boxes)

Transfer Certificate
(to be submitted only when transfer
is approved by the Council)

Report Card *

Attendance Certificate **

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 & Date

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

*** Attendance – minimum 75% in the last class attended.*

(If the report card does not mention the attendance of the candidate, an Attendance certificate accompanied with attested photocopy of the Attendance Register showing the actual days attended against total working days for the academic year, must be sent to the Council along with the transfer request).

**** Subject Undertaking – the Head of the admitting School will state (**on a school letterhead**) that the concerned candidate will be offered the same subjects that he/she was registered for in the previous school.*