

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

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 - 35% or more in English and four 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.*