



**BOARD OF SECONDARY EDUCATION  
MANIPUR**

**APPLICATION FORM FOR ADMISSION ON TRANSFER FOR SEEKING  
PERMISSION OF THE BOARD**

Class IX to IX	Class IX to X	Class X to X
(Tick the appropriate one)		

Last Dates	Class IX to IX Class IX to X	Class X to X
Issue of the Form by the Board	10 <sup>th</sup> Feb	10 <sup>th</sup> May
Date of Submission to the Board	20 <sup>th</sup> Feb	20 <sup>th</sup> May
Admission to the new school	28 <sup>th</sup> Feb.	30 <sup>th</sup> May

- a. Application fee : Rs. 400/-  
(Non refundable)
- b. Application fee : Rs. 500/-  
(for student from other  
Board – Non refundable)  
(To be deposited at the time  
of form submission )

**Note : Submission of forms does not guarantee permission of the Board.**

**(A) TO BE FILLED IN BY THE CANDIDATE**

1. Name of the Student in full (block letter) .....
2. Registration No. (if any) .....
3. Father's / Guardian's name (in full) .....
4. Mother's Name (in full) .....
5. Permanent Address.....
6. Reason for Transfer .....
7. Class into which he/she wants to get admitted in the new school .....

Date .....

Signature of the Student

**(B) TO BE FILLED IN BY THE SCHOOL WHERE STUDENT WAS READING**  
(This is not in lieu of transfer certificate)

1. The student has passed class ..... under section ..... Roll No. ....in .....  
from the ..... School.
2. The student is reading at present in class ..... section ..... Roll No.....
3. Class IX Registration No.....

Date .....

**Signature of the Head of the Institution**  
School Seal

**IMPORTANT : The students are advised not to obtain the Transfer Certificate before getting permission of the Board. Only after getting Board's permission, students may take the transfer Certificate from the school.**

**(C) TO BE FILLED IN BY THE SCHOOL WHERE THE STUDENT INTENDS TO TAKE ADMISSION**

Memo No .....

Date.....

Forwarded and recommended for issue of permission. I am also to say that seat is available for giving him/her admission in the school.

*Signature*  
*Head of the Institution with Seal*

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**Documents to be produced at the time of applying to the Board for seeking permission**

1. *Patta of the homestead land along with the land revenue tax clearance receipt in case of change of residence.*  
*OR*  
*Recent transfer order in case of transfer and posting of the parent (if any of the parents is a govt. employee)*  
*OR*  
*Electoral Roll of the area served by the school in which name of the student/father/mother is included.*
2. *Reading Certificate from the school where the student is/was reading.*
3. *A copy of the mark sheet of last examination passed.*
4. *Progress report / Progress Card / CCE Record Card.*
5. *Class IX Registration Card ( if registered)*
6. *In case of students coming from other Board, a certificate form the concerned Board to the effect that the school is affiliated to it.*

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**FOR USE IN THE OFFICE OF THE BOARD**

Verified and found correct

Permission No.

Dealing Asst/ Section Officer

Permitted

**Secretary**



**BOARD OF SECONDARY EDUCATION, MANIPUR  
PERMISSION FOR ADMISSION BY TRANSFER**

To

The Principal / Head Master .....

Shri / Kumari ..... S/o, D/o

Shri .....of ..... is hereby permitted to admit in class ..... in your school on production of this letter and Transfer Certificate.

His/ Her Permission No. is .....

**Secretary  
Seal**