

## GUIDELINES/INSTRUCTIONS

1. The admission on transfer is facilitated to only the regular students who passed the Higher Secondary First Year Examination 2024 and is admissible only from permitted/recognized institution to recognized/2<sup>nd</sup> Year Permitted institution. (Student from other Board/Council registered under COBSE can also apply).
2. **TRANSFER OF A STUDENT SHALL BE CONSIDERED ON THE FOLLOWING GROUNDS ONLY-**

SL NO	GROUND(S) OF TRANSFER	DOCUMENT(S) REQUIRED
A.	TRANSFER OF PARENTS IN SERVICE	<i>In case of transfer of parents in service, attested copy of order of transfer from competent authority and certified joining report from the controlling officer after joining the new place of posting is to be submitted/ uploaded.</i>
B.	UNAVOIDABLE CHANGE OF RESIDENCE OF PARENTS.	<i>In case of unavoidable change of residence of parents (in the event of death of parent, copy of death certificate has to be submitted/ uploaded). In this connection a certificate is to be submitted/uploaded from the concerned revenue authority where from transfer is sought.</i>
C.	MEDICAL GROUND.	<i>If transfer is sought on medical ground, a medical certificate from competent authority is required to be submitted/ uploaded.</i>
D.	CHANGE OF PLACE / RESIDENCE DUE TO MARRIAGE. (FOR FEMALE CANDIDATES ONLY)	<i>In case of female candidates, change of place/residence due to marriage, candidates shall have to submit/uploaded affidavit to this effect.</i>

**Note: The Council may consider case(s) other than those mentioned above depending on the merit.**

3. **THE MODE OF SUBMISSION OF APPLICATION AND PAYMENT OF FEE-** Apply Online through Portal [Link- https://coi.ahseconline.in](https://coi.ahseconline.in)
4. Application shall be considered if subject(s) proposed by the student is / are permitted in the recognized / permitted institution of the council to where transfer is sought.
5. Transfer will be allowed to the registered and eligible students only.
6. Application for transfer will not be considered if the institution falls within the same city/town area except in medical ground.
7. All subjects currently studying by the student in the present institution must needs to be available in the admission seeking institution. If any elective subjects are not available in the admission seeking/New Institution, then the students have to submit a declaration for not appearing the subject is mandatory. (For AHSEC Students Only).

### **ENCLOSURES:**

- I. Copy of HSLC Marksheet.
- II. Copy of HS 1<sup>st</sup> year Admit Card. (For AHSEC students only)
- III. Copy of H.S.1<sup>st</sup>year Marks Sheet.
- IV. Copy of Filled up **“APPLICATION FOR ADMISSION ON TRANSFER OF REGULAR STUDENTS WHO PASSED HS 1<sup>ST</sup> YEAR EXAM, 2024.”**
- V. Relevant Certificate(s)/Document(s) in support of his/her claim seeking transfer.
- VI. Filled up **“REGISTRATION FORM.”** (For students who passed the HS 1<sup>st</sup> year exam, 2024 from other Board/ Council registered under COBSE.)
- VII. Transfer Certificate (For students who passed the HS 1<sup>st</sup> year exam, 2024 from other Board/ Council registered under COBSE.)
- VIII. Migration Certificate (As applicable).