

## GUIDELINES/INSTRUCTIONS

1. The admission on transfer is facilitated to only the regular students who has passed the Higher Secondary First Year Examination 2026 and is admissible only from institutions which are already accorded provisional recognition and affiliation (Erstwhile permitted/Recognition) to another affiliated institution. (Student from other Board/Council as enlisted on the portal can also apply).
2. **TRANSFER OF A STUDENT SHALL BE CONSIDERED GENERALLY ON THE FOLLOWING GROUNDS-**

SL NO	GROUND(S) OF TRANSFER	DOCUMENT(S) REQUIRED
A.	<b>TRANSFER OF PARENTS IN SERVICE</b>	<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.	<b>UNAVOIDABLE CHANGE OF RESIDENCE OF PARENTS.</b>	<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.	<b>MEDICAL GROUND.</b>	<i>If transfer is sought on medical ground, a medical certificate from competent authority is required to be submitted/ uploaded.</i>

**Note: The Board 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>**
4. Transfer will be allowed to the registered and eligible students only.
5. Application for transfer will not be considered if the institution falls within the same city/town area except in medical ground.
6. All subjects currently studying by the student in the present institution must needs to be available in the admission seeking institution.

### **Documents to be uploaded:**

- I. Copy of HSLC Mark Sheet.
- II. Copy of HS First Year Mark Sheet.
- III. Copy of Transfer Certificate.
- IV. Copy of Filled up **"APPLICATION CUM RECOMMENDATION FOR ADMISSION ON TRANSFER OF REGULAR STUDENTS WHO PASSED HS FIRST YEAR EXAM, 2026."**
- 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 First Year Examination, 2026 from other Board/ Council as enlisted on the portal.)
- VII. Migration Certificate (As applicable).