

Step-by-Step Guide for Online Application to Primary School Transfer Service

Step 1: MOE website

Visit the School Transfer (due to change of address) website at www.moe.gov.sg/primary/transfers.

Click on “2. Apply online” then scroll down and click on “APPLY NOW”.

You will be brought to the Primary School Transfer Service online system.

Microsoft Edge is the recommended browser for optimal use.

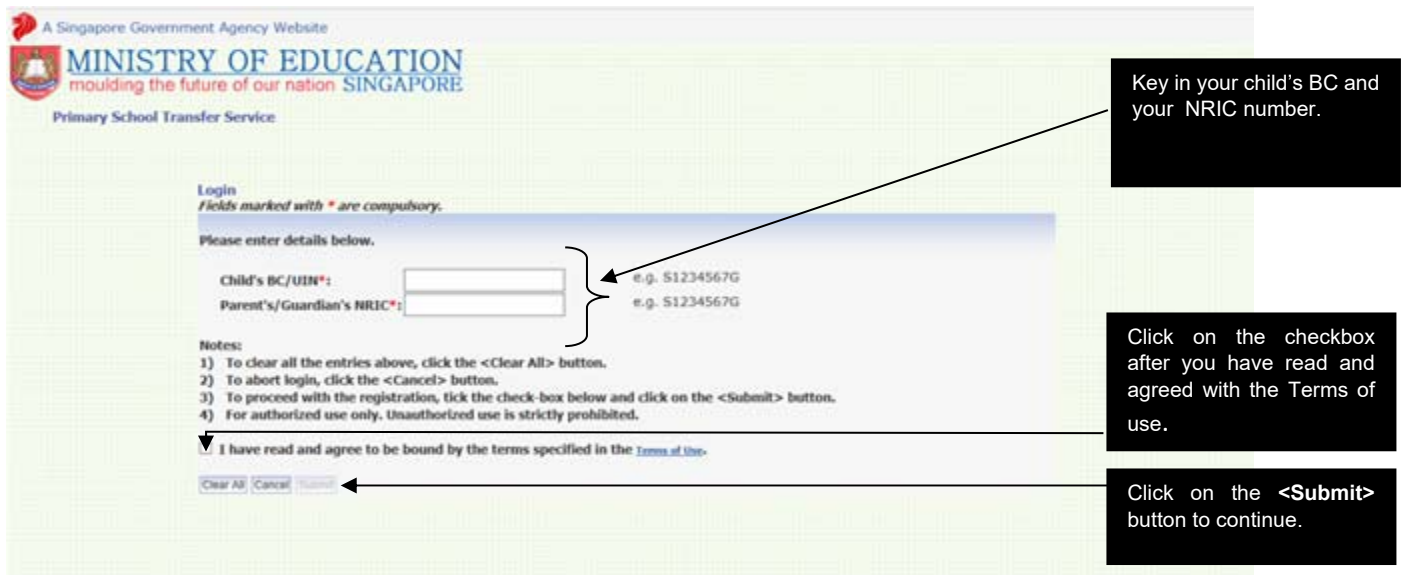
Step 2: Primary School Transfer Service login page

Enter the child’s BC and your (as parent or guardian) NRIC number.

Read the terms of use and click on the checkbox provided.

Click on the <Submit> button.

The Singpass login page will appear next.



The screenshot shows the login page for the Primary School Transfer Service. At the top, it says "A Singapore Government Agency Website" and "MINISTRY OF EDUCATION moulding the future of our nation SINGAPORE". Below this is the "Primary School Transfer Service" header. The main section is titled "Login" and includes the instruction "Fields marked with * are compulsory." and "Please enter details below." There are two input fields: "Child's BC/UIH*" and "Parent's/Guardian's NRIC*", both with asterisks. To the right of these fields, examples are given: "e.g. S1234567G". Below the input fields is a "Notes" section with four numbered instructions. At the bottom, there is a checkbox labeled "I have read and agree to be bound by the terms specified in the Terms of Use." and a "Submit" button. Three black callout boxes with white text provide instructions: one points to the input fields, one points to the checkbox, and one points to the Submit button.

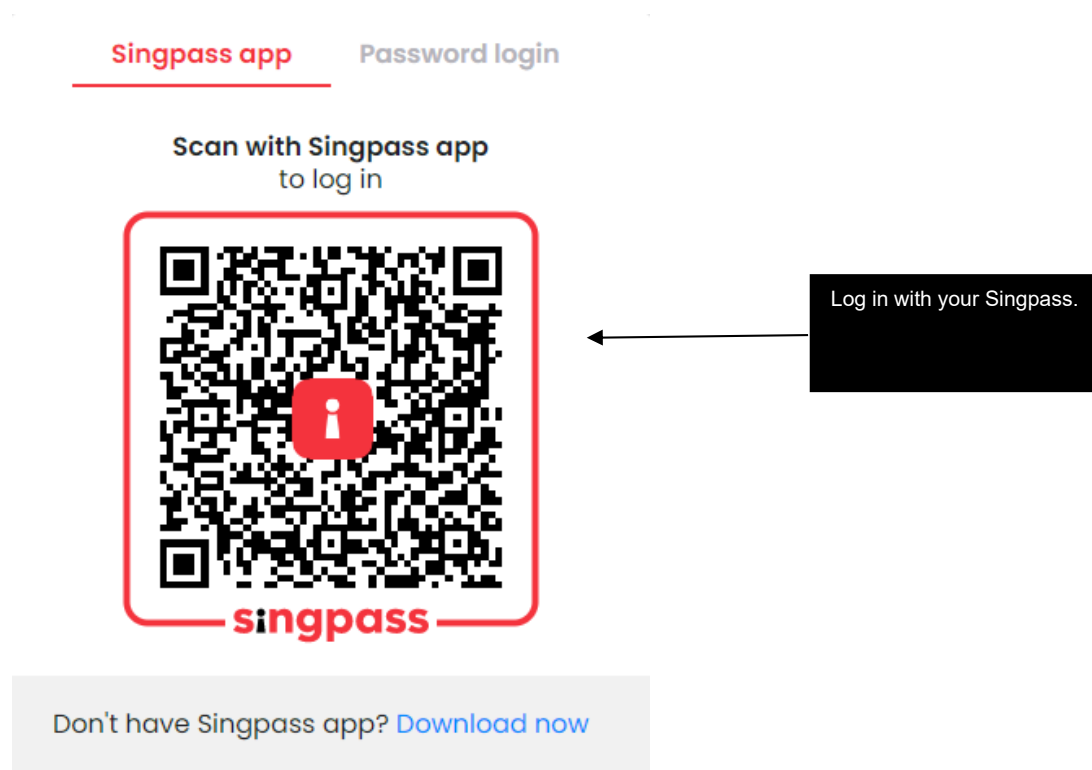
Key in your child's BC and your NRIC number.

Click on the checkbox after you have read and agreed with the Terms of use.

Click on the <Submit> button to continue.

Step 3: Singpass login page

Log in with your Singpass, to start submitting your application.



Step 4: Registration page

You are advised to complete each step within 15 minutes. If you exceed 15 minutes, you will be automatically logged off from the system.

You have to:

- Select the child/children applying for the Primary School Transfer Service (**Note:** Only those eligible for this service will be displayed.)
- Select your marital status
- Select the address to be used (Registered Address, Intended Address or Caregiver Address) and enter address, if required
- Enter your local mobile contact number and an alternative contact number

Click on the <Next> button to proceed with the application.

A pop-up box to confirm that you have relocated to another address and you are not able to indicate your choice of school will appear.

Notice:

- 1) You have **15 minutes** to complete each step. After which, you will be automatically logged out from the system.
- 2) Do not use your browser's <Back>, <Forward> or <Refresh> buttons. Please use the buttons below to navigate.

Fields marked with * are compulsory.

PART 1 - CHILD'S PARTICULARS

Note:

- 1) Select at least 1 child to complete the application.
- 2) Multiple children application is possible in one application.
- 3) For child that is not on the list, please approach your child's current school for assistance.

S/NO.	CHILD'S BC/UIIN	CHILD'S NAME
1. <input type="checkbox"/>	T0000000C	Name
2. <input checked="" type="checkbox"/>	T1000000C	Name

Click on the checkbox to select your child/children who are applying for Primary School Transfer Service.

PART 2 - APPLICANT'S PARTICULARS

Father's NRIC/UIIN: S1300000C
 Father's Name: Name
 Marital Status*:

Select your marital status.

PART 3 - ADDRESS TO BE USED FOR APPLICATION

Note:

- 1) Select an address to be used for the application.

Registered address(As per NRIC)

Please enter the details below.

Postal Code*:
 Blk/House No.*:
 Floor - Unit No.: # -
 Street Name*:

Intended Address

You may apply for transfer for your child using the address you are moving to (i.e. intended address).

Postal Code*:
 Blk/House No.*:
 Floor - Unit No.: # -
 Street Name*:

Click on the radio button to select the address to be used. Enter address, if required.

Caregiver Address

You may apply for transfer using the caregiver's address if your child is currently being looked after by the caregiver. You will be required to produce the NRIC of the caregiver at the current school after an offer has been made.

Postal Code*:
 Blk/House No.*:
 Floor - Unit No.: # -
 Street Name*:

Local Mobile/Contact Number*: (Your application outcome will be sent via SMS to this mobile number)
 Local Alternate Contact Number:

Enter your contact numbers.

Notes:

- 1) If you click <Logout without Saving> button, the above information will not be saved.
- 2) To continue to the next step, click <Next> button.

Click on the <Next> button to proceed with the application.

Step 5: Pop-up box

Click on <OK> to proceed. The confirmation/declaration page will appear next.

Click <Cancel> to amend the information entered earlier on.

This site says...

I confirm that I have relocated to a new residential address. I am aware that I am not able to indicate my choice of school and the child/children will be offered a school nearer to my new residential address with available vacancies.

Don't let this page create more messages

OK Cancel

Click on the <OK> or <Cancel> button.

Step 6: Confirmation/Declaration page

Please check and confirm all the details in the declaration page.

To make changes to the application, click on the <Previous> button and you will return to the registration page.

If all details are correct, read and click on the checkbox if you agree to the notes.

Click on the <Submit> button to complete this application. The acknowledgement page will appear next.

Step 1
Registration

Step 2
Declaration

Step 3
View/Print Acknowledgement Slip

Notice:

- 1) You have 15 minutes to complete each step. After which, you will be automatically logged out from the system.
- 2) Do not use your browser's <Back>, <Forward> or <Refresh> buttons. Please use the buttons below to navigate.

PART 1 - CHILD'S PARTICULARS

S/NO.	CHILD'S BC/UIN	CHILD'S NAME
1.	T100000C	Name

PART 2 - APPLICANT'S PARTICULARS

Father's NRIC/UIN: S130000C
Father's Name: Name
Marital Status: Married

PART 3 - ADDRESS TO BE USED FOR APPLICATION

Address Selected: Intended Address
Blk/House No.: 000
Floor - Unit No.: #180-557
Street Name: YYYYY AVENUE 00
Postal Code: 000000

Local Mobile/Contact Number: 88888888 (Your application outcome will be sent via SMS to this mobile number.)
Local Alternate Contact Number: 61234567

- I declare that the information furnished in this form is correct and true. I understand that providing any false information is a criminal offence and punishable under Section 182 of the Penal Code, Chapter 224 of the Statutes of Singapore and the punishment for such an offence is imprisonment for up to one year or a fine of up to \$5,000 or both imprisonment and fine.
- By submitting this application form, I hereby give my consent to the Government of Singapore to collect, use, and / or disclose any personal data, which I have provided in the application form, or which can be obtained by the Government of Singapore may deem necessary, for the purpose of assessing my application.
- In making this application, I understand that should the other parents / legal guardian have any basis to contest this arrangement in the future, I will resolve the issue with him / her.
- I accept that the provision of any false information in this form will result in my child being removed from the allocated school and enrolled in such other school as may be determined by the Ministry of Education.

I have read and agree with the above information.

Notes:

- 1) If you wish to make changes to the above information, please click <Previous> button.
- 2) If you click <Logout Without Saving> button, the above information will not be saved.
- 3) If the above information is correct and you wish to submit this application, please ensure the checkbox is ticked. Please click <Submit> button to submit this application.

Previous Logout Without Saving Submit

Verify all details in this page.

Click on the checkbox after you have read and agreed with the above information.

Once confirmed, click on the <Submit> button to submit your application.

Step 7: Acknowledgement page



Your application has been submitted successfully.

You will be notified of your application outcome on xx Jun 2020. For more information, please log on to www.moe.gov.sg.

[Print This Page](#)



MINISTRY OF EDUCATION

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Primary School Transfer Service

Registration Date/Time : 05/06/2020 09:47:14

PART 1 - CHILD'S PARTICULARS

S/NO.	CHILD'S BC/UIIN	CHILD'S NAME	ACKNOWLEDGEMENT NO.
1.	T100000C	Name	T100000C-F-0000-00

Note: Please use the Acknowledgement Number for all future correspondence.

PART 2 - APPLICANT'S PARTICULARS

Father's NRIC/UIIN: S1300000C
Father's Name: Name
Marital Status: Married

PART 3 - ADDRESS TO BE USED FOR APPLICATION

Address Selected: Intended Address
Blk/House No.: 000
Floor - Unit No.: #180-557
Street Name: YYYYY AVENUE 00
Postal Code: 000000

Local Mobile/Contact Number: 88888888 (Your application outcome will be sent via SMS to this mobile number.)
Local Alternate Contact Number: 61234567

I declare that the information furnished in this form is correct and true. I understand that providing any false information is a criminal offence and punishable under Section 182 of the Penal Code, Chapter 224 of the Statutes of Singapore and the punishment for such an offence is imprisonment for up to one year or a fine of up to \$5,000 or both imprisonment and fine.

By submitting this application form, I hereby give my consent to the Government of Singapore to collect, use, and / or disclose any personal data, which I have provided in the application form, or which can be obtained by the Government of Singapore may deem necessary, for the purpose of assessing my application.

In making this application, I understand that should the other parents / legal guardian have any basis to contest this arrangement in the future, I will resolve the issue with him / her.

I accept that the provision of any false information in this form will result in my child being removed from the allocated school and enrolled in such other school as may be determined by the Ministry of Education.

Upon successful allocation of a school, both parents will be required to produce both your Singapore NRICs/entry or re-entry permits and your child's birth certificate/entry or re-entry permit when reporting to school. For divorced/separated/unwed/widowed parents, you will also be required to sign a Letter of Undertaking and produce if applicable i) the relevant court order setting out the custody arrangement pertaining to the child and signed Letter of Consent from your ex-spouse, ii) Marriage Record Search from Registry of Marriages or Registry of Muslim Marriages indicating parents were not married or iii) Death certificate if one parent is deceased.

Notes:

- 1) Please click <Print> button to print a copy of the above for your reference.
- 2) To exit the system, please click <Logout> button.

[Print](#) [Logout](#)

Please note the acknowledgement number for the submission and use this number for all future correspondence.

Important

Please retain a copy of the acknowledgement slip for reference. You may also print a copy of the acknowledgement slip.