

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.

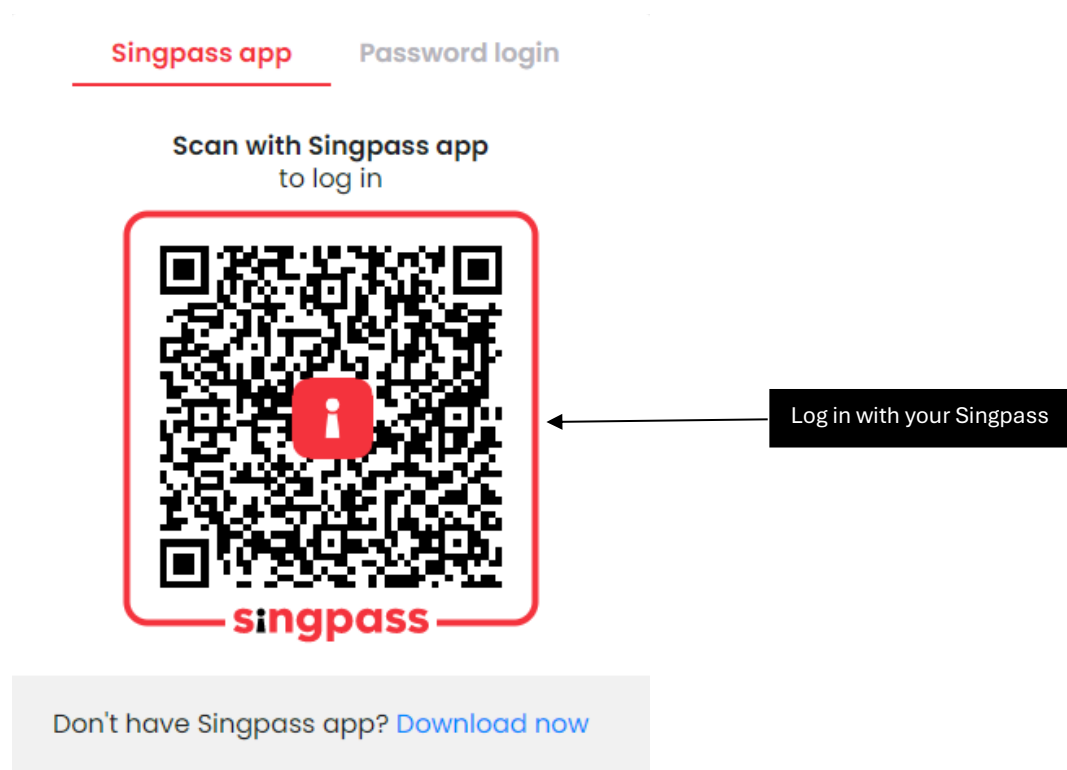
Click on the <Submit> button.

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 "YYYY Primary School Transfer Service" header. A warning banner states: "Government officials will NEVER ask you to transfer money or disclose bank log-in details over a phonecall. Call the 24/7 ScamShield Helpline at 1799 or visit the ScamShield website if you are unsure if something is a scam." The login section is titled "Login" and notes that "Fields marked with * are compulsory." It asks the user to "Please enter details below." and provides two input fields: "Child's BC/UIN*" and "Parent's/Guardian's NRIC*", both with example values "e.g. S1234567G". To the right of these fields, a black box with white text says "Key in your child's BC and your NRIC number". Below the input fields are "Notes" and a checkbox labeled "I have read and agree to be bound by the terms specified in the Terms of Use." with a link to "Terms of Use". A black box with white text says "Click on the checkbox after you have read and agreed with the Terms of use". At the bottom of the login section are three buttons: "Clear All", "Cancel", and "Submit". A black box with white text says "Click on the <Submit> button to continue". A "Help us improve" button is at the bottom left. The footer contains links for "Report Vulnerability", "Privacy Statement", and "Terms of Use", and a copyright notice: "Copyright © 2025 Ministry of Education. All rights reserved."

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.

| | | |
|------------------------|-----------------------|---|
| 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.

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*: Married

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*: 000000
 Blk/House No.*: 000
 Floor - Unit No.: # 180 - 557
 Street Name*: YYYYY AVENUE 00

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*: 88888888
 Local Alternate Contact Number: 61234567
 Your application outcome will be sent via SMS to this mobile

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.

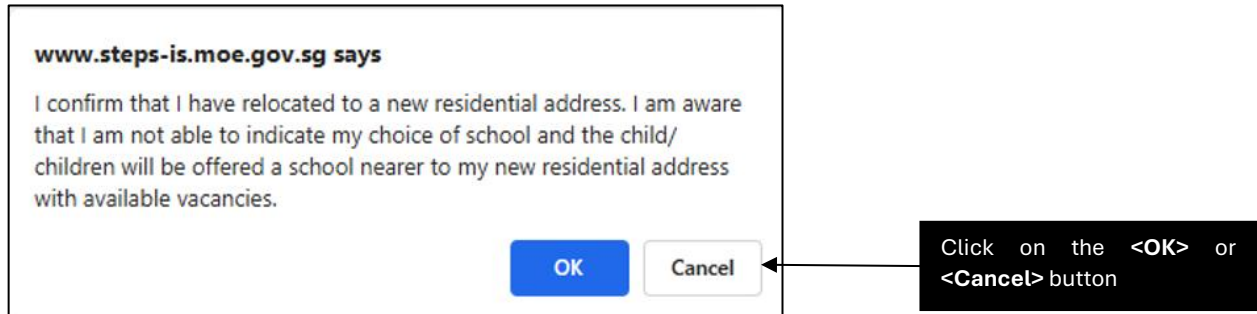
[Logout Without Saving](#) [Next](#)

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.



Step 6: Confirmation/Declaration page

Please check and confirm all the details on 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.

The screenshot shows the 'Step 2 Declaration' page of an application process. It includes a progress bar at the top with 'Step 1 Registration', 'Step 2 Declaration', and 'Step 3 View/Print Acknowledgement Slip'. A 'Notice' section states that users have 15 minutes to complete each step and should use navigation buttons. The form is divided into three parts: 'PART 1 - CHILD'S PARTICULARS' (with fields for S/NO., CHILD'S BC/UIN, and CHILD'S NAME), 'PART 2 - APPLICANT'S PARTICULARS' (with fields for Father's NRIC/UIN, Father's Name, and Marital Status), and 'PART 3 - ADDRESS TO BE USED FOR APPLICATION' (with fields for Address Selected, Blk/House No., Floor - Unit No., Street Name, and Postal Code). Below these are contact numbers and a series of acknowledgment checkboxes. Annotations with arrows point to specific areas: 'Verify all details in this page' points to the address section; 'Click on the checkbox after you have read and agreed with the above information' points to the 'I have read and agree with the above information.' checkbox; and 'Once confirmed, click on the <Submit> button to submit your application' points to the 'Submit' button in the footer.

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. | T1000000C | Name |

PART 2 - APPLICANT'S PARTICULARS

Father's NRIC/UIN: S1300000C

Father's Name: Name

Marital Status: Married

PART 3 - ADDRESS TO BE USED FOR APPLICATION

Address Selected: S1300000C

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 acknowledge, understand and agree that:
 - i. All the information provided by me is true and correct.
 - ii. Providing any false information is a criminal offence punishable under Section 182 of the Penal Code 1871, and the punishment for such an offence is imprisonment for up to two years or a fine or both.
 - iii. The Government of Singapore to collect, use and disclose any personal data, which I have provided in the application, 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 enrollment to 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


A Singapore Government Agency Website


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Primary School Transfer Service



Your application has been submitted successfully.
You will be notified of your application outcome on ddMmmyyyy. For more information, please log on to
www.moe.gov.sg.

 Print This Page

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YYYY Primary School Transfer Service

Registration Date/Time : dd/mmm/yyyy hh:mm:ss

PART 1 - CHILD'S PARTICULARS

| S/NO. | CHILD'S BC/UIN | CHILD'S NAME | ACKNOWLEDGEMENT NO. |
|-------|----------------|--------------|---------------------|
| 1. | T1000000C | Name | T1000000C-F-0000-00 |

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

PART 2 - APPLICANT'S PARTICULARS

Father's NRIC/UIN: 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 acknowledge, understand and agree that:

- All the information provided by me is true and correct.
- Providing any false information is a criminal offence punishable under Section 182 of the Penal Code 1871, and the punishment for such an offence is imprisonment for up to two years or a fine or both.
- The Government of Singapore to collect, use and disclose any personal data, which I have provided in the application, 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:

- Please click <Print> button to print a copy of the above for your reference.
- 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