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.

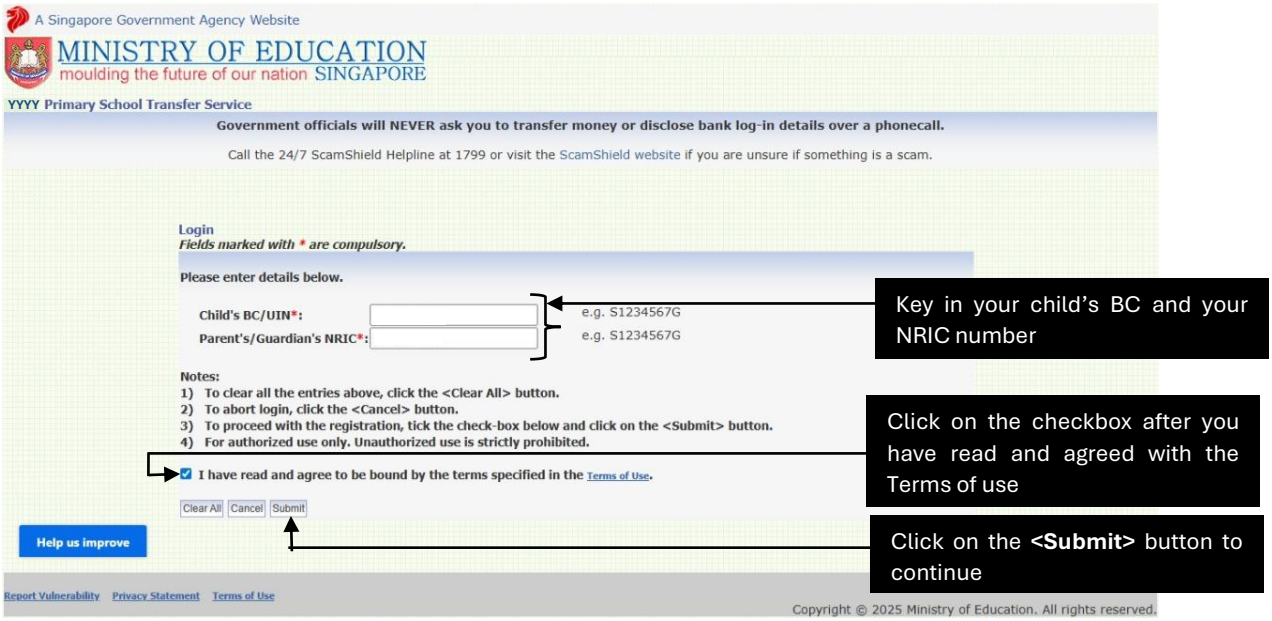
Step 2: **Primary School Transfer Service login page**

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

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

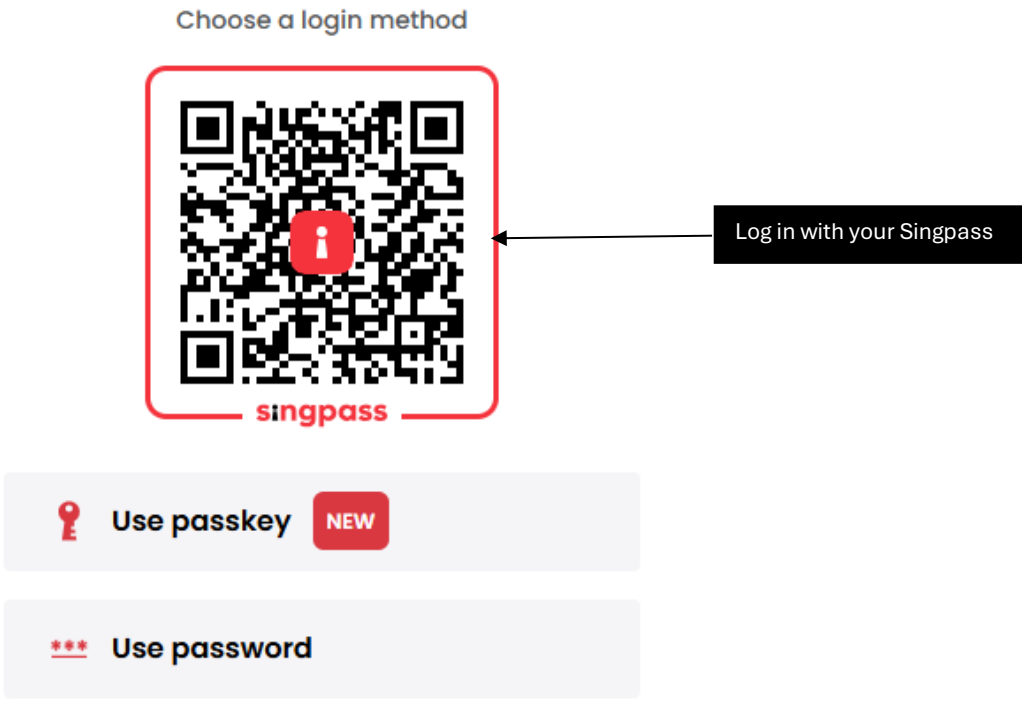
Click on the <**Submit**> button.

The Singpass login page will appear next.



Step 3: Singpass login page

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



Step 4: Registration page

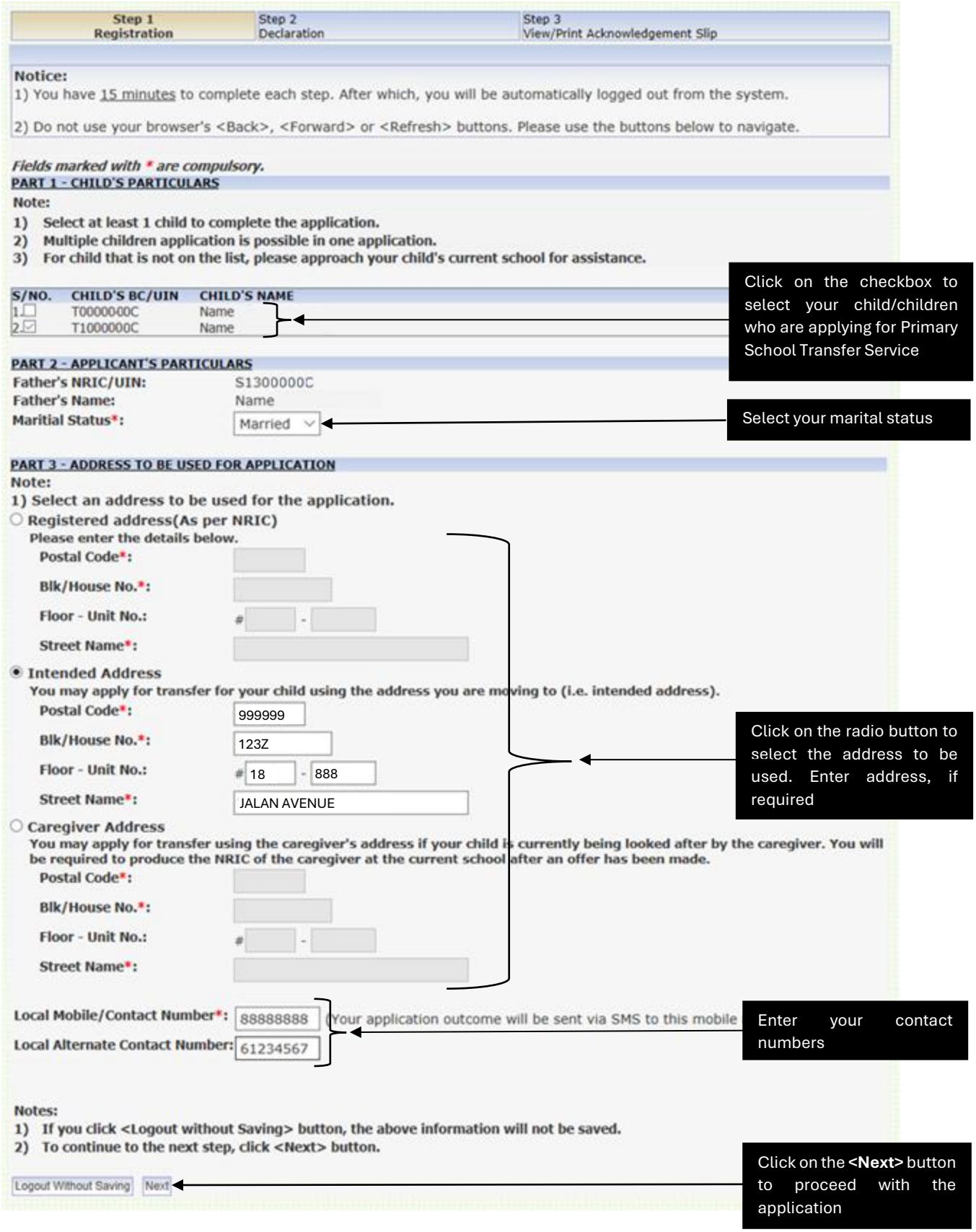
You are advised to complete each step within 15 minutes. If you exceed 15 minutes, you will be automatically logged off from the system.

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/UIN CHILD'S NAME
1 T0000000C Name
2 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/UIN: S1300000C
Father's Name: Name
Maritial 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*: 999999
Blk/House No.*: 123Z
Floor - Unit No.: # 18 - 888
Street Name*: JALAN AVENUE
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*:
Click on the radio button to select the address to be used. Enter address, if required
Local Mobile/Contact Number*: 88888888 (Your application outcome will be sent via SMS to this mobile
Local Alternate Contact Number: 61234567
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.



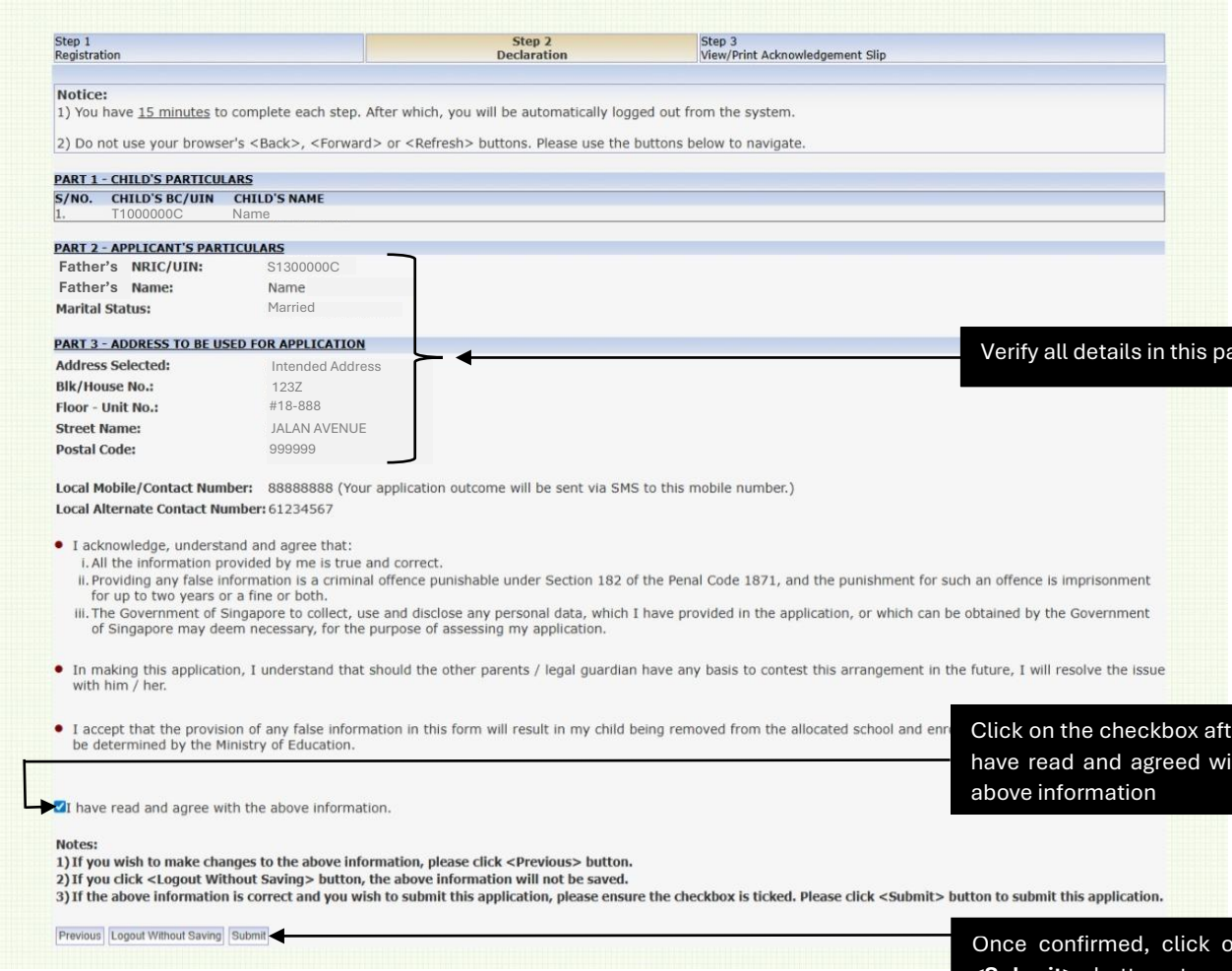
Step 6: Confirmation/Declaration page

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

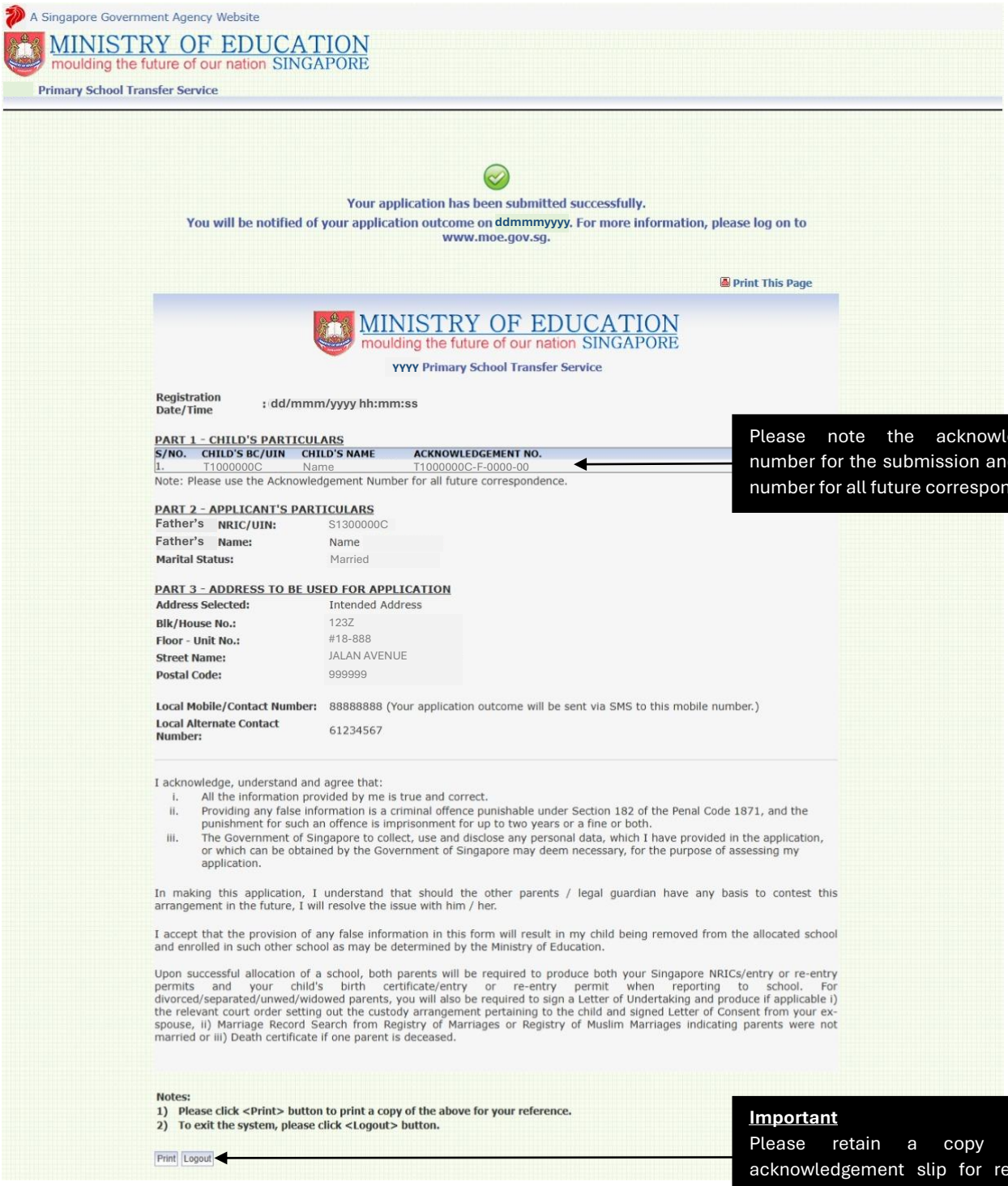
To make changes to the application, click on the <**Previous**> button and you will return to the registration page.

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.



Step 7: Acknowledgement page



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