

## **SOP – TRANSFER IN APPLICATION (Only for Levels Sec 1-3 ONLY)**

**For applicants studying in Singapore mainstream schools AND returning Singaporeans**

### **1) Identification Documents**

### **Documents Required**

#### **Citizenship**

Singapore Citizens

1. The child's Birth Certificate.
2. The child's Singapore Citizenship Certificate for those who are not Singapore Citizens at the time of birth.
3. The child's Singapore passport for those who have not yet obtained the Singapore citizenship certificate (for new Singapore Citizens only).
4. Singapore NRIC of both parents/guardian or Entry/Re-entry Permit/Employment Pass/Work Permit.

Singapore Permanent Residents

1. The child's Birth Certificate.
2. The child's Entry/Re-entry Permit.
3. The child's valid in-principle approval for permanent residence from ICA.
4. Singapore NRIC of both parents/guardian or Entry/Re-entry Permit/Employment Pass/Work Permit.

**2) Academic Results.** The latest result slips reflecting the following information of the student:

- i. Subjects offered for the year of transfer
- ii. School's examination results
- iii. Promotional or retention status
- iv. Remarks on the student's attendance and conduct

**3) Documentary evidence (eg NRIC) on change of address (if applicable)**

**4) Medical or Physiological Reports (if applicable)**

**5) Psychological Reports (if applicable)**

**6) Custody Documents (if applicable)**

### **Option A:** Directly Apply to School

Applicants who achieved **at least overall 70%** for the mid-year or final year school examinations would be submitted to the Vice-Principal for review. Short listed applicants, subject to available school vacancies, would be called up for an interview with the Vice-Principal and/or an entrance examination on Mathematics and English may be administered on the applicants.

Those subsequently selected would be notified to report to the General Office for admission procedures.

We regret that **ONLY** successful applicants would be notified within **3 weeks** from date of application.

### **Option B:** Taking part in School Placement Exercise for Returning Singaporeans—Secondary (SPERS-Sec) exercise in MOE

SPERS-Sec exercise is a centralised posting exercise conducted around September or October each year for the convenience of Returning Singaporeans who wish to join Secondary 1, 2 or 3 at the beginning of the next academic year. Online registration for SPERS-Sec opens **in July** each year. The level of admission and permissible age range @ 01.01.2012 is Sec 1 (12-16+ years old); Sec 2 (13-17+ years old); Sec 3 (14-18+ years old). Based on their performance in the tests (English & Mathematics), applicants will each be provided with a list of eligible secondary schools which they are eligible for. Applicants can opt for six schools in their lists, and MOE will post them into secondary schools based on their performance in the SPERS-Sec tests, their school choices, and available vacancies. If an applicant is not successfully posted to any schools of choice, the applicant will be assigned a place in a secondary school with vacancies near their home. (<http://www.moe.gov.sg/education/admissions/spers-sec/>)

\*\*Applicants who are **unable** to return to Singapore in September to sit for the SPERS-Sec tests can take part in the Supplementary Placement Exercise which will be conducted on December and registration will open on October. The posting results of the [Supplementary Placement Exercise](#) will be released (tentatively) in early February. (<http://www.moe.gov.sg/education/admissions/spers-sec/supplementary-exercise/>)

## ***SPERS-Sec Exercise Flowchart***

