

**SOP – TRANSFER IN APPLICATION (Only for Secondary 1 to 3 Students only)**  
**For applicants studying in Singapore mainstream schools AND returning Singaporeans**

**1) Identification Documents**  
**Citizenship**

**Documents Required**

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:

1. Subjects offered for the year of transfer
2. School's examination results
3. Promotional or retention status
4. Remarks on the student's attendance and conduct

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

**4) Psychological Reports (if applicable)**

**5) 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.

Admission to secondary school is merit-based and the child is required to sit for English and Mathematics tests as part of SPERS-Sec. Based on the child’s performance in the tests, he/she will receive a list of secondary schools. MOE will post your child to a secondary school based on his/her performance in the SPERS-Sec tests, school choices, and available vacancies.

If the child is not successfully posted to any schools of choice, MOE will place him/her in a secondary school with a vacancy that is near to his/her residential address.

For more information, please refer to the website <https://www.moe.gov.sg/admissions/returning-singaporeans/admission-to-secondary-school/spers-sec>

### SPERS-Sec Exercise Flowchart

