



ASSAM STATE SCHOOL EDUCATION BOARD, DIVISION-II  
অসম ৰাজ্যিক বিদ্যালয় শিক্ষা পৰিষদ, খণ্ড-০২  
(Erstwhile AHSEC)  
BAMUNIMAIDAM:: GUWAHATI-781021

No- ASSEB/DIV-II/R&A/TRANS(R)/2ND YR./P-II/2022/24/2026

Date- 30/04/2025

**NOTIFICATION**

It is notified to all the concerned that the submission of application for the institution transfer of **regular students who have passed the Higher Secondary First Year Examination 2025**, is going to be started w.e.f. **02<sup>nd</sup> May, 2025 to 23<sup>rd</sup> May, 2025**. The students from other Boards/Council as enlisted on the portal, who wish to pursue their HS 2<sup>nd</sup> Year Class under ASSEB, DIV-II can also apply for the institution transfer. The transfer of admission for regular student will be admissible only from institutions which are already accorded provisional recognition and affiliation (Erstwhile permitted/Recognition) to another affiliated institution.

The students may submit their applications through online for transfer of admission in to HS 2<sup>nd</sup> Year Class by visiting <https://coi.ahseconline.in> or [www.ahsec.assam.gov.in](http://www.ahsec.assam.gov.in) . The concerned students and institutions are advised to go through the given guidelines/SOP, important dates etc . in detail for compliance and smooth conduct of the transfer process.

Applicable fee is given below-

- Rs. 600/- (Non-refundable application fee) (For ASSEB, DIV-II students only).
- Rs. 1300/- (Non-refundable application fee) (For Students from Other Boards as enlisted on the portal).

**Note:**

1. The fee for students from other board includes the application fee of Rs. 600 + Registration fee of Rs. 400 (including late fine) + Eligibility Fee of Rs. 300/-.
2. **As the entire process of transfer is online, hence, physical attendance of student in this office relating to this matter are not allowed.**

Secretary

Assam State School Education Board, Div-II  
Bamunimaidam :: Guwahati - 781 021

Memo No- ASSEB/DIV-II/R&A/TRANS(R)/2ND YR./P-II/2022/24/2026(A)

Date- 30/04/2025

Copy to-

1. The Controller of Examinations (i/c), ASSEB, DIV-II, for information.
2. The Sr. Programmer, ASSEB, DIV-II, for uploading this information into official website of ASSEB, DIV-II and necessary communication via E-mail to the concerned institutions.
3. The Registrars/Principals of all the Universities/Degree Colleges/Sr. Sec. Schools/HS Schools, for information & necessary compliance.
4. Concerned File

Secretary

Assam State School Education Board, Div-II  
Bamunimaidam :: Guwahati - 781 021

## GUIDELINES/INSTRUCTIONS

1. The admission on transfer is facilitated to only the regular students who has passed the Higher Secondary First Year Examination 2025 and is admissible only from institutions which are already accorded provisional recognition and affiliation (Erstwhile permitted/Recognition) to another affiliated institution. (Student from other Board/Council as enlisted on the portal can also apply).
2. **TRANSFER OF A STUDENT SHALL BE CONSIDERED GENERALLY ON THE FOLLOWING GROUNDS-**

SL NO	GROUND(S) OF TRANSFER	DOCUMENT(S) REQUIRED
A.	TRANSFER OF PARENTS IN SERVICE	<i>In case of transfer of parents in service, attested copy of order of transfer from competent authority and certified joining report from the controlling officer after joining the new place of posting is to be submitted/ uploaded.</i>
B.	UNAVOIDABLE CHANGE OF RESIDENCE OF PARENTS.	<i>In case of unavoidable change of residence of parents (in the event of death of parent, copy of death certificate has to be submitted/ uploaded). In this connection a certificate is to be submitted/uploaded from the concerned revenue authority where from transfer is sought.</i>
C.	MEDICAL GROUND.	<i>If transfer is sought on medical ground, a medical certificate from competent authority is required to be submitted/ uploaded.</i>

**Note: The Council may consider case(s) other than those mentioned above depending on the merit.**

3. **THE MODE OF SUBMISSION OF APPLICATION AND PAYMENT OF FEE-** Apply Online through Portal [Link- https://coi.ahseconline.in](https://coi.ahseconline.in)
4. Application shall be considered if subject(s) proposed by the student is / are permitted in the recognized / permitted institution of the council to where transfer is sought.
5. Transfer will be allowed to the registered and eligible students only.
6. Application for transfer will not be considered if the institution falls within the same city/town area except in medical ground.
7. All subjects currently studying by the student in the present institution must needs to be available in the admission seeking institution. If any elective subjects are not available in the admission seeking/New Institution, then the students have to submit a declaration for not appearing the subject is mandatory. (For ASSEB, DIV-II Students Only).

### **ENCLOSURES:**

- I. Copy of HSLC Marksheet.
- II. Copy of HS 1<sup>st</sup> year Admit Card. (For ASSEB, DIV-II students only)
- III. Copy of Class XI mark sheet. (For students who passed the HS 1<sup>st</sup> year exam, 2025 from other Board/ Council as enlisted on the portal.)
- IV. Copy of Transfer Certificate. (For students who passed the HS 1<sup>st</sup> year exam, 2025 from other Board/ Council as enlisted on the portal.)
- V. Copy of Filled up **"APPLICATION FOR ADMISSION ON TRANSFER OF REGULAR STUDENTS WHO PASSED HS 1<sup>ST</sup> YEAR EXAM, 2025."**
- VI. Relevant Certificate(s)/Document(s) in support of his/her claim seeking transfer.
- VII. Filled up **"REGISTRATION FORM."** (For students who passed the HS 1<sup>st</sup> year exam, 2025 from other Board/ Council as enlisted on the portal.)
- VIII. Migration Certificate (As applicable).



**ASSAM STATE SCHOOL EDUCATION BOARD, DIVISION-II  
(FORMERLY AHSEC)  
BAMUNIM Aidam:: GUWAHATI-781021**

**APPLICATION FOR ADMISSION ON TRANSFER OF REGULAR STUDENTS WHO PASSED HS 1<sup>ST</sup> YEAR EXAM, 2025**

(Admissible only in transfer from institutions which are already accorded provisional recognition and affiliation (Erstwhile permitted/Recognition) to another affiliated institution)

1. NAME OF THE STUDENT (IN BLOCK LETTERS) :			
2. FATHER'S NAME :			
3. MOTHER'S NAME :			
4. ADDRESS	VILL-	PO-	
	DIST-	PIN-	
	STATE-	MOB.-	
5. REGISTRATION NO & SESSION :		SESSION- 2024-25	

FROM WHERE TRANSFER IS SOUGHT <i>(Particulars of the present institution)</i>		TO WHERE TRANSFER OF ADMISSION IS SOUGHT <i>(Particulars of the recognised / permitted institution)</i>													
INSTITUTION'S NAME	CODE	INSTITUTION'S NAME	CODE												
STREAM <i>(Please mention the Stream currently studying)</i>		STREAM													
SUBJECTS <i>(Please mention the Subjects currently studying)</i>		SUBJECTS <i>(Please mention the Subjects to be studied)</i>													
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**REASON FOR TRANSFER *(Please tick and attach the documentary evidence mandatory)***

<input type="checkbox"/> Transfer of parents in service.	<input type="checkbox"/> Unavoidable change of residence of parents	<input type="checkbox"/> Medical ground.
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**DECLARATION FROM THE APPLICANT:**

I do hereby declare that the particulars and information furnished at above are true to the best of my knowledge and belief. In the event of anything found to be incorrect/false, I shall be liable to debar from appearing in the ensuing H S examination conduct by the Council or any such punishment that may be deemed fit and proper by the Council.

SIGNATURE OF THE PARENTS

FULL SIGNATURE OF THE APPLICANT

**CERTIFICATE OF THE PRINCIPAL OF THE AFFILIATED INSTITUTION FROM WHERE TRANSFER IS SOUGHT**

Certified that the applicant is promoted to H S 2<sup>nd</sup> Year and I have no objection if the ASSEB, DIV-II allows the transfer of the student from my institution.

Institution Name:.....

District:.....

SIGNATURE OF THE PRINCIPAL

SEAL OF PRINCIPAL/INSTITUTION

**RECOMMENDATION OF THE PRINCIPAL OF THE AFFILIATED INSTITUTION TO WHERE ADMISSION IS SOUGHT**

- (a) Certified that seat and all the subjects (except.....if any) studies by the student in the former institution are available (if any elective subjects are not available in the institution then the students is to submit a declaration for not appearing the subject is mandatory).
- (b) Certified that all the subject (except.....if any) studies by the student in the former institution are permitted by the council. (Applicable for ASSEB, DIV-II candidates).

Institution Name:.....

District:.....

SIGNATURE OF THE PRINCIPAL

SEAL OF PRINCIPAL/INSTITUTION



**ASSAM STATE SCHOOL EDUCATION BOARD, DIVISION-II  
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**REGISTRATION FORM FOR THE SESSION 2024-25**

(ONLY FOR THE STUDENTS FROM OTHER BOARDS/COUNCILS AS ENLISTED ON THE PORTAL WHO WANT TO PURSUE HS 2<sup>ND</sup> YEAR CLASSES UNDER ASSEB, DIV\_II)

PHOTO

1. NAME OF INSTITUTION :.....  
 2. INSTITUTION CODE NO. :.....  
 3. APPLICANT'S NAME :.....  
 4. FATHER'S NAME :.....  
 5. MOTHER'S NAME :.....  
 6. PERMANENT ADDRESS :.....

VILL/TOWN.....  
 PO.....PIN.....  
 DISTRICT.....MOBILE.....

7. PRESENT ADDRESS :.....  
 VILL/TOWN.....  
 PO.....PIN.....  
 DISTRICT.....MOBILE.....

8. MEDIUM.....9. CASTE.....10. RELIGION.....11. GENDER.....  
 12. MIGRATED \_\_\_\_\_ ( YES / NO ). *If Yes, the Original Migration Certificate is to be enclosed.*  
 13. DATE OF ADMISSION ( H S 2<sup>ND</sup> YEAR )..... ( DD/MM/YYYY ) 14. CLASS ROLL NO.....  
 15. STREAM.....

16. SUBJECTS OFFERED (Please mention the Subjects name and code )  
 I) ENGLISH (COMPULSORY) II) (MIL/ALTE. ENGLISH) \_\_\_\_\_ III) ELECTIVE -I \_\_\_\_\_  
 IV) ELECTIVE -II \_\_\_\_\_ V) ELECTIVE - III \_\_\_\_\_ VI) ELECTIVE - IV \_\_\_\_\_

17. DETAILS OF PASSING OF HSLC OR EQUIVALENT EXAMINATION. (TOTAL MARKS, MARKS OBTAINED & PERCENTAGE SHOULD BE CALCULATED EXCLUDING ADDITIONAL SUBJECTS IF ANY).

NAME OF BOARD	ROLL NO.	NO	MARKS OBTAINED	TOTAL MARKS	PERCENTAGE	YEAR OF PASSING

**RECOMMENDATION OF THE PRINCIPAL OF PERMITTED/RECOGNISED INSTITUTION OF THE BOARD**

The name and other particulars of the applicant including Original Mark Sheet have been checked and found correct. The candidate may be registered as a student of the Assam State School Education Board, Division-II.

(SIGNATURE AND SEAL OF THE PRINCIPAL)

**DOCUMENTS TO BE ENCLOSED-**

1. HSLC Pass Certificate/ Admit card.      2. HSLC Mark sheet      3. Caste certificate, as applicable.  
 4. Migration Certificate.