Submitting a Transfer Request

To admit a candidate transferred from another school, carry out the steps described below:

1. Among the various items on the top menu bar of CAREER's Home page, you will find the courses for which your school has CISCE approval. Each course has a drop-down showing the various activities that you can perform using the system. One of the items in the dropdown is *Transfer Request*. To admit a transfer candidate, click on the *Transfer Request* link in the dropdown under the appropriate course (Fig 1 – Circled in Red).

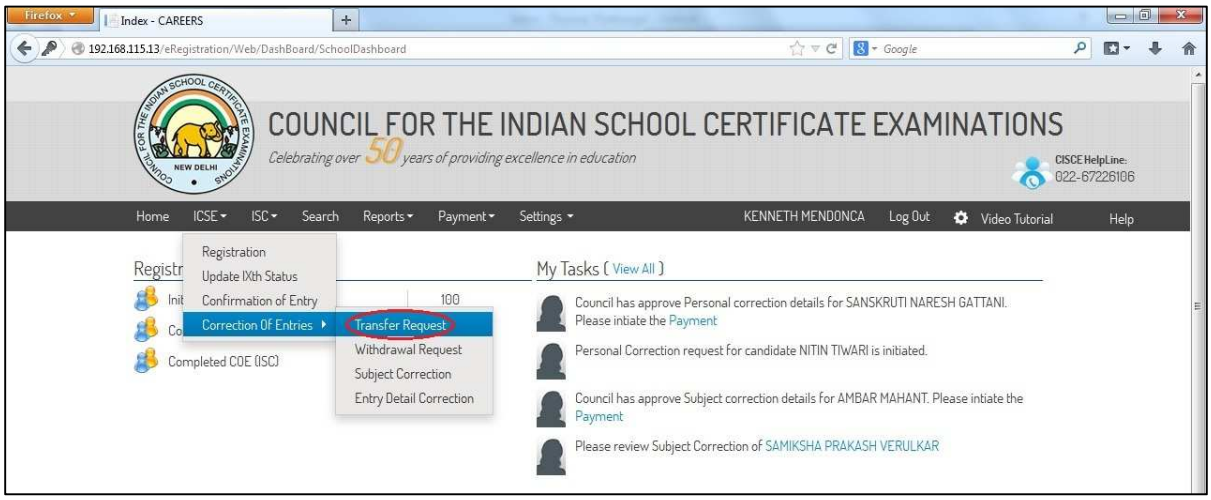
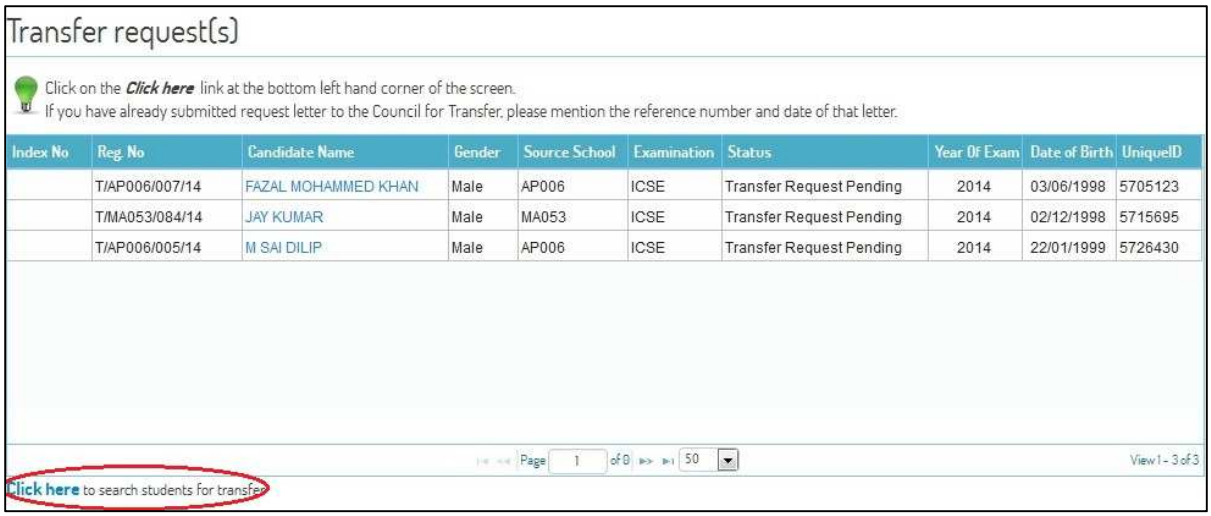


Fig. 1 The School Home page with the *Transfer Request* link in circle

Clicking on the *Transfer Request* link in the dropdown opens the *Transfer Request(s)* page (Fig 2). The Transfer Request(s) page will show *Pending Transfer Requests* and *Confirmed Transfer Requests* if any. At the bottom left of the Transfer Request(s) page, there is a *Click here* link (circled in red).



Index No	Reg. No	Candidate Name	Gender	Source School	Examination	Status	Year Of Exam	Date of Birth	UniqueID
	T/AP006/007/14	FAZAL MOHAMMED KHAN	Male	AP006	ICSE	Transfer Request Pending	2014	03/06/1998	5705123
	T/MA053/084/14	JAY KUMAR	Male	MA053	ICSE	Transfer Request Pending	2014	02/12/1998	5715695
	T/AP006/005/14	M SAI DILIP	Male	AP006	ICSE	Transfer Request Pending	2014	22/01/1999	5726430

Fig. 2 Transfer Request(s) Screen with the *Click here* link in circle

2. Click on the *Click here* link. This takes you to the *Search Candidate(s)* screen (Fig. 3)

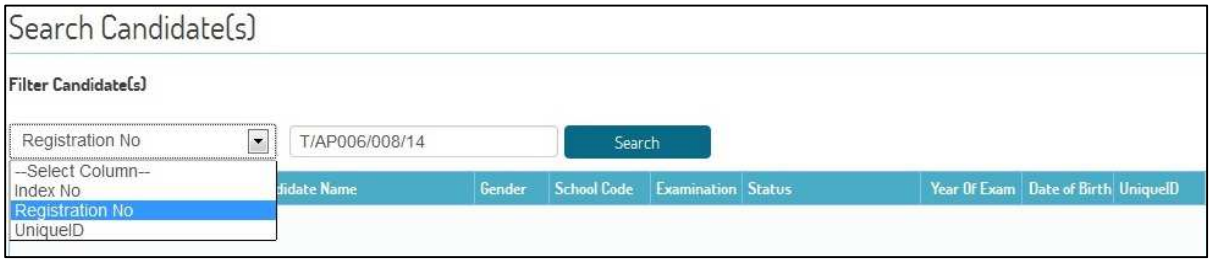


Fig. 3 Search Candidate(s) Screen

3. The Search Candidate(s) Screen has a dropdown that allows you to search for a candidate using *Index Number, Registration Number* or *Unique ID*. Select the search criterion, enter the appropriate value corresponding to the search criterion in the adjacent blank field, and click on the *Search* button. The candidate's name and other details will now be displayed below (Fig. 4).

Fig. 4 Search Candidate(s) Screen populated with the name and other details of the candidate

4. Click on the candidate's name. This opens the *Candidate Detail* screen (fig. 5).

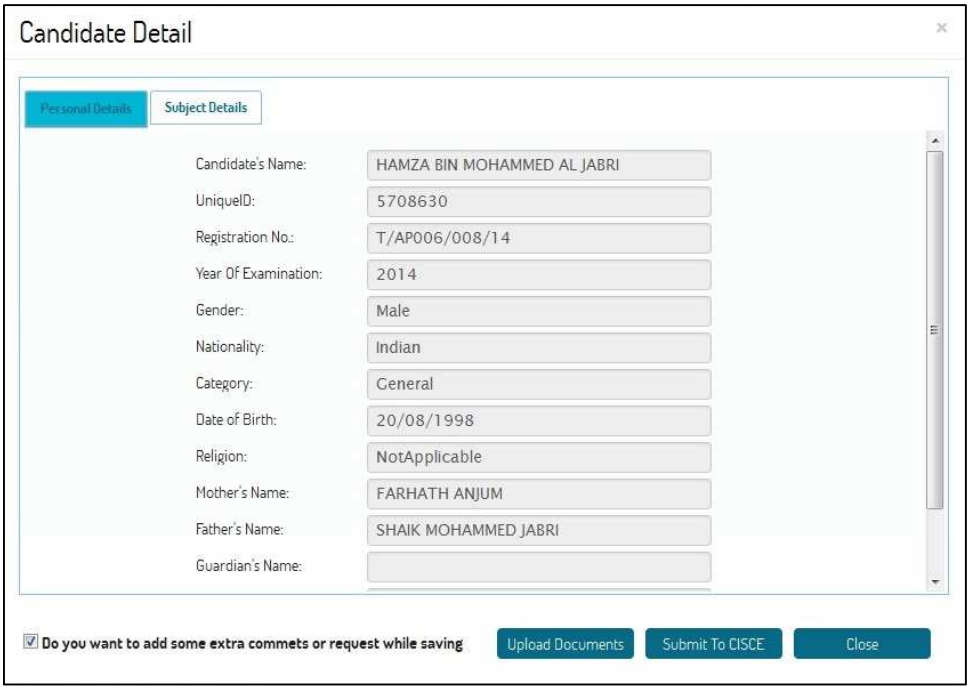


Fig. 5 Candidate Detail – Personal Details Screen

The Candidate Detail page has two tabs: *Personal Details* and *Subject Details*. The Personal Details tab shows relevant personal details of the transfer candidate seeking admission to the school (Fig. 5). This is a read-only page. All the fields in the page are pre-populated with data pulled from the system.

The Subject Details tab shows the candidate's choice of subjects, as well as the candidate's photograph and signature (Fig. 6). At the bottom of the Candidate Details page, there are three buttons: *Upload Documents, Submit to CISCE,* and *Close*.

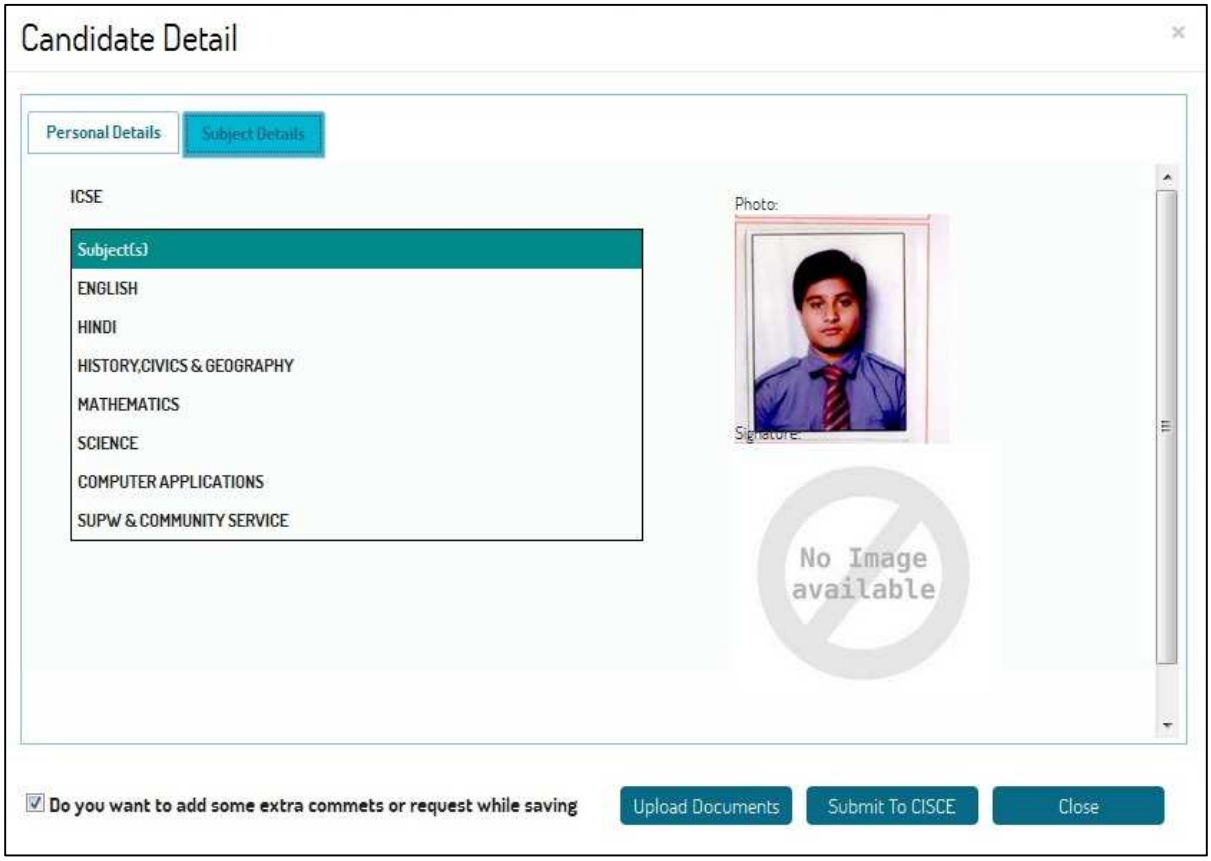


Fig. 6 Candidate Detail – Subject Details Screen

5. Click on the *Upload Documents* button. This opens a pop-up window (Fig. 7) that allows you to upload scanned copies of the relevant documents. Mandatory documents to be uploaded with transfer requests are Progress Report Card, an undertaking by the Principal of the admitting school regarding the candidate's choice of subjects for study, and Attendance Report. Choose the documents and click on

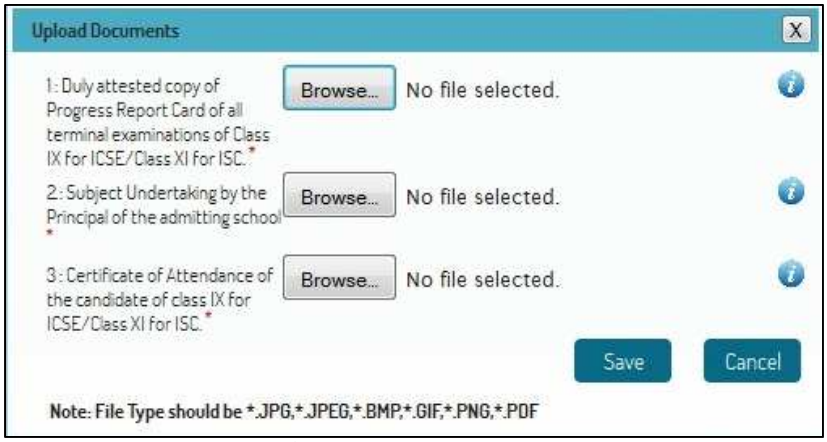
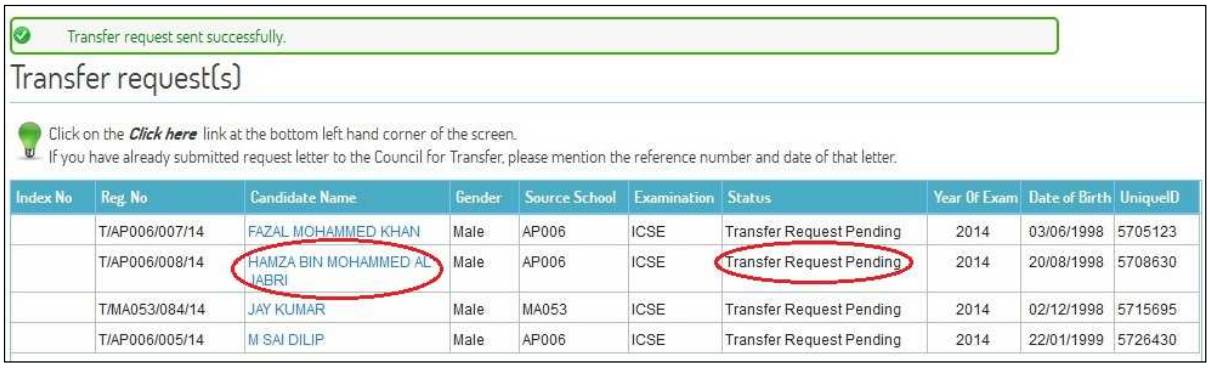


Fig. 7 Upload Documents pop-up window

the *Save* button in the pop-up window. The documents now get uploaded into the system, and the pop-up window disappears, taking you back to the *Candidate Details* screen.

There is a checkbox to the bottom left of the *Candidate Details* screen. Check this checkbox if you want to add any comments while submitting the request for transfer of the candidate. This will open a small text box where you can enter your comments. Once you have entered your comments, click on the *Submit* button on the text box.

6. After uploading the documents (and adding comments, if any), click on the *Submit to CISCE* button at the bottom of the *Candidate Details* screen. Your request for admitting the transfer candidate has now been submitted to the Council for approval. This will be reflected in the *Transfer Request(s)* page where the candidate's status will be shown as *Transfer Request Pending* (Fig. 8). A confirmation message will also appear at the top of the screen.



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	T/AP006/008/14	HAMZA BIN MOHAMMED AL JABRI	Male	AP006	ICSE	Transfer Request Pending	2014	20/08/1998	5708630
	T/MA053/084/14	JAY KUMAR	Male	MA053	ICSE	Transfer Request Pending	2014	02/12/1998	5715695
	T/AP006/005/14	M SAI DILIP	Male	AP006	ICSE	Transfer Request Pending	2014	22/01/1999	5726430

Fig. 8 Transfer Request(s) Screen with updated status.

When the Council approves the transfer request, the candidates name will now appear in the *ICSE Confirmation of Entry Batch List* under *Candidate(s) Promoted to X*. There will be many names in the list. You can make sure that the candidate's name is there in the list by running a search using the *Candidate Name, Nationality, Category, Unique ID, Date of Birth* or *Registration Number* (Fig. 9).