Student admission and Transfer 2022

1. The admission module allows the following functionalities:
   a. **Fully online:** The parents can register and apply online for admissions to school or the student can apply for transfer to school through the EMIS Portal.
   b. **Partially online :** The schools/ECCD centers can process the admission through the EMIS if admission requests come in hardcopy.
2. Except for class XI admission which is mandated to follow functionality 1.a, the schools/ECCD centers can adopt 1.a and 1.b.
3. The schools/ECCD centers are expected to make the announcement and share guidelines with parents by themselves if functionality 1.a has been adopted by the school.
4. The following timeline for classes PP-XII(except class XI) will be followed irrespective of any of the aforementioned functionalities adopted:

Sl No	Activities	FROM DATE	TO DATE
PP admission			
1	Admission application	1st November	30th November
2	Schools to complete accepting or rejecting application	1st December	7th December
3	Students to complete accepting or rejecting school	8th December	17th December
4	Schools to admit students	Within one week after school reopens	
Class I-XII(except class XI)			
1	Admission application	1 December	31 December
2	Schools to complete accepting or rejecting application	1 January	15 January
3	Students to complete accepting or rejecting school	16 January	31 January
4	Schools to admit students	1 February	10 February

5. For students coming on transfer from ECCD centers and other schools in Bhutan, the schools are to use student code instead of CID as some of the schools and ECCD centers have still not updated their CID and will result in students getting a new student code.

6. The following process must be followed for completing the admission process of a student/child:
   a. Admission application.
   b. Acceptance by school.
   c. Acceptance by student.
   d. Admit the student.

Admission Process	Fully online	Partially online
Admission application	For new students, parents must register through the emis portal. They will be issued a username and password with which they can log in to the EMIS portal and apply for admission of the student. For existing students, they can login to the EMIS portal using their student code and apply for admission.	Parents can submit the admission application to the school. The school must enter the admission application on behalf of the student in the EMIS
Acceptance by school	Schools can accept or reject the student.	Schools can accept or reject the student.
Acceptance by student	Parents/students will have to check the status by logging in to the EMIS portal. After acceptance by school, the students must make their decision to accept the school.\nNote: Once a student accepts the school, they will not be able to apply for admission to other schools.	Schools must follow up with the student and enter the student's decision in EMIS.
Admit the student	Following the academic year, the school must admit the student.	Following the academic year, the school must admit the student.

7. The steps for "**Fully online**" admission is attached as annex 1.
8. The steps for "**Partially online**" admission is attached as annex 2.

Annex 1
FULLY ONLINE ADMISSION

For new students, parents must register through the emis portal to be able to apply for admission. They will be issued a username and password with which they can log in to the EMIS portal and can apply for admission of the student. For existing students or children, they can login to the EMIS portal using their student code and apply for admission.

Registration
1. Enter the URL ***https://portal.education.gov.bt/*** in any internet browser.
2. You will see login screen i ,e **Register | login.**
3. **Click on Register.** Registering to the EMIS portal is done by parents of the child with an email address. The email address will be used as **username** and password will be sent to the registered email address.*[NOTE:.The account created by parents will be valid till 6 months from the date of account creation]*
4. Those existing students in emis including ECCD children ,must use student code as username and default password i.e. (**passw0rd321**)to login**.**

Application for admission
1. After logging in the emis portal. You'll see the dashboard with following menus
    a. Profile.
    b. Change your password.
    c. Registration details and
    d. Apply to schools..
2. To register the child,
    a. Click on Registration Details and add New Registration
    b. Enter the details based on the nationality status
        i. Select the student's nationality (Bhutanese) and enter the CID of the student and click fetch , all the details related to the particular CID will be fetched including parents details from Department of Civil Registration and Census.
        ii. Select the student's nationality (CID under Process) , you'll have to enter manually in the systems and save it.
        iii. If the student is Non-Bhutanese , you' ll have to enter their passport number or immigration number , so their details will be pulled from the Department of Immigration.*[Parents can register more than one child in the emis portal]*
3. After registering the student in the Emisv3 portal , you'll be able to apply to many schools of child/parents' choice.
5. Steps to apply to schools:
    a. Click **APPLY TO SCHOOLS** from the emis portal.

b. You'll see a list of registered children.
   c. Select the students and apply for admission.
      i. Select the Dzongkhag or Thromde
      ii. Select School under particular Dzongkhag or Thromde
      iii. You'll be able to select more than one school and every principal of applied schools will be notified with the status, student A has applied to your school.

Acceptance by School:
1. After successfully applying to schools, principals will start taking action against your child's admission
   a. If Approved by the principal your Status of School Decision will be changed to **Accepted** , if not it will change to **Rejected**.
2. Parents/students will have to login to the EMIS portal to check the status of acceptance or rejection by the school.

Acceptance by Students(or parents):
1. If Approved by Principals, the parents on behalf of the child have to accept the child's decision to be Accepted or Rejected. Once you have taken action principals will see the change in status saying Particular student has **Accepted** or **Rejected** the admission.

Admit the student
1. Once the student joins the school, the school principal will admit the student if both the schools and students' decision were Accepted.

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Annex 2
PARTIALLY ONLINE ADMISSION

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Parents can submit the admission application to the school. The school must enter the admission application on behalf of the student in the EMIS

Application for admission
1. Login in with principals' credential in *systems.education.gov.bt*
2. Select the Education management system from the landing page.
3. Click the student menu.
4. Click admission services
5. The admission application can be entered as new registration or transfer:
   a. **New Registration**- If the child has not enrolled in any of the ECCD Centers or Schools. The child has to register as **New Registration.***[Note: If you enroll transfer students as new registration then the student will be assigned with another student code]*.
   b. **New Transfer:** If the child has enrolled in ECCD Centers or schools before, you 'll have to register as a new transfer student, since they have already been assigned with student code.
6. Save it after filling all required fields.

Acceptance by School:
1. Click Admission. Principal will see a list of registered students.
2. The principal can either accept or reject the admission.
   a. Click on accept for acceptance and reject for rejection

Acceptance by Students(or parents):
1. Click the **NEW REGISTRATION/ NEW TRANSFER .**
   a. accept the student's decision on behalf of the student.

Admit the student
1. Once the student joins the school, the school principal will admit the student if both the schools and students' decision were Accepted.

NOTE:
- *Principals cannot admit the transfer students unless the previous school marks them as unreported.(Applies to transfer case).*
- *Principals and parents must ensure that the correct student code is being used while applying and admitting students.*
- *If the child has applied to many schools and if one of the schools accept the child and admit in the school, pending decisions from other schools will be automatically changed to Already admitted in School.*
- *If the school accepts and admits the child , parents or child has no provision to change the school. If parents or children want to change the decision , it has to be done before school takes action on your admission.*

For any technical support please contact Tshering Dorji.(77635090 , tsheringdorji@moe.gov.bt)