



དཔལ་ལྷན་འབྲུག་གཞུང་། ཤེས་རིག་དང་རིག་ཆུང་གོང་འཕེལ་ལྷན་ཁག།

**Royal Government of Bhutan**  
**Ministry of Education & Skills Development**  
**Department of School Education**



DSE/SLCD/Adm(1.1)/2023/1438

3 November 2023

Dasho Dzongdags / Dasho Thrompon  
Dzongkhag/ Thromde Administration  
All Dzongkhags/ Thromdes

**Subject: Admission and Transfer of students for academic year 2024**

Dear Dasho,

The Department of School Education is pleased to notify all the Dzongkhags/ Thromdes that the application window for PP admission will open from 6 - 30 November 2023. Additionally, windows for the students (PP-XII except XI) on transfer from other schools including private schools will be open from 1- 31 December 2023. As in the previous years, the application for admission should be conducted online through Education Management Information System Version 3 (EMIS V3) adopting the following procedures:

- 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.
- Partially online:** The schools/ECCD centers can process the admission through the EMIS if the admission is requested through the submission of application in hardcopy.

The schools are requested to conduct the admission procedures in any of the two options mentioned above. The EMIS V3 will directly extract information from the Department of Civil and Census Registration for new PP admission using the CID. However, for students coming on transfer from ECCD centers and other schools in Bhutan, the schools have to use student code instead of CID.

The user guide for admission is attached herewith for your reference. For further clarification, please contact Pema Wangmo at +975 17963068 or email at [pemawangmo22@moe.gov.bt](mailto:pemawangmo22@moe.gov.bt).

Yours Sincerely

(Karma Galay)

**Director General**

**Copy to:**

1. Hon'ble Acting Secretary, MoESD for kind information
2. Director, Department of Education Programmes, MoESD for kind information
3. Director, Department of Civil and Census Registration, MoHA for kind information
4. Chief DEO/TEOs, all Dzongkhags/Thromdes for information and necessary action
5. Chief Programme Officer, SLCD, MoESD for kind information
6. All Principals for kind information and necessary action