

# The Jammu & Kashmir Board of School Education

## New Campus Bemina, Srinagar

Information Technology & Support Services

### Instruction manual & Guidelines for submission of online Migration Form:

**Step 1:-** The Online Application for submission of Migration Form can be accessed under student login window at [jkbose.nic.in/utilities](http://jkbose.nic.in/utilities) or by accessing the link available on JKBOSE website i.e [www.jkbose.nic.in](http://www.jkbose.nic.in) on the home page – “Apply online for Migration/Eligibility’.

**Step 2:-** Under Student Login window, candidate is required to enter a valid e-mail ID and Mobile No. as OTP will be generated and sent to the email ID provided.

**Step 3:-** Thereafter, the candidate is allowed to login through One Time Password (OTP) received via email.

**Step 4:-** After login, the candidate is required to select the option “**MIGRATION**” and the migration application form will be auto filled by giving the registration number in the field provided.

**Step 5:-** The candidate has to select the **New School** in which he / she wants to migrate. Accordingly, a request in the dashboard of selected school is generated.

**Step 6:-** The selected school has to approve the request by accessing their school account (principal account), which is then automatically forwarded to the parent school of the candidate where he/ she is currently registered.

**Step 7:-** Once the parent school approves the request, same is forwarded to the registration section/ concerned Board Office where it can be approved after document verification and other allied formalities.

**Step 8:-** Once the request is approved at registration section/ Board Office, the candidate can remit the prescribed fee via online mode only by accessing the “Student Login” window again by using his/ her login credentials provided earlier.

**Step 9:-** Finally “**e-Migration Certificate**” will automatically be generated and sent to the students e-mail ID and also to the concerned school’s dashboard, from where the request has been received.

#### **Important:**

Student(s)/ School(s) are advised to check their emails regularly as all the communications (OTP/ Status messages) with regard to their Online Migration Application will be shared via registered email.