

**OYO STATE MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY  
APPLICATION FORM FOR TRANSFER INTO SECONDARY  
SCHOOLS IN OYO STATE**



(To be Completed in duplicate)



Form No: 994

*Affix Passport-size  
Photograph of the  
Applicant here*

**ORIGINAL**

**SECTION A**

1. (i) Applicant's Surname:.....
- (ii) Other Names in full:.....
2. Sex:..... 3. Date of Birth:..... 4. Age:.....
5. School from which transfer is sought:.....  
.....
6. Class last read:.....
7. Class to which transfer is sought:.....
8. School to which transfer is sought:.....  
.....
9. Name of Applicant's father:.....
10. State of origin of applicant's father:.....
11. Father's home and Local Government area (if Oyo State origin):.....  
.....
12. Student's Signature:.....
13. Parent's/Guardian's Signature:.....
14. Full and specific reasons for seeking transfer:.....  
.....
15. Residential Address of parent/guardian:.....  
.....

Note: (i) Applicant's passport picture is to be stamped and signed by the principal of his/her present school

(ii) Students are advised not to obtain transfer certificate from their present school, but should remain there until their applications for transfer have been approved by the Ministry of Education, Science and Technology

(PTO)

**Important Notice**

*No Student under whatever circumstances, should be allowed on transfer into another School before formal approval by the Ministry.*

**SECTION B**

- 1. Applicant’s Surname: .....
- 2. Present School:.....
- 3. Date of entry into the school:.....
- 4. Present Class:.....  
.....
- 5. Full and Specific reasons in your own opinion why applicant seek transfer:.....  
.....
- 6. (i) Name of Principal of present school:.....  
.....
- (ii) Signature:.....
- (iii) Official Stamp and Date: .....

**SECTION C**

**To be Completed by the Principal of the proposed receiving school**

- 1. I .....confirm that there is vacancy in Class .....

**(BLOCK CAPITALS PLEASE)**

For the applicant and I recommend approval for his/her transfer after which he/she will be allowed to enter my school.

- 2. Principal’s Signature.....
- 3. Official Stamp and Date.....

**SECTION D**

- 1. Name of Local Inspector of Education.....
- 2. Signature of Local Inspector of Education.....
- 3. Local Inspector’s Stamp and Date.....

**SECTION E**

*(For Official Use Only)*

- 1. The application for Transfer is approved/not approved .....
- (Delete as applicable)
- 2. Signature of approving officer.....
  - 3. Rank.....
  - 4. Date.....

**These guidelines outline the steps for processing school transfers:**

**Step-by-Step Process:**

**1. Visit the school:** Confirm vacancy with the Principal.

**2. Download and print the form:** Get the necessary transfer form.

**3. Processing fees:**

- Public to Public Schools: **FREE**
- **Approved** Private to Public Schools: **₦7,500**
- Interstate transfers: **₦10,000**
- Other States (Lagos/Abuja/Rivers): **₦15,000**

**4. Payment and processing:**

- Obtain payment code and bank details from **Room 16A** of the Ministry.
- Attach the confirmed receipt of payment to the form.

**5. Submission and processing:**

- **Public to Public Schools:** Processed by Principal and Local Inspector of Education.

- **Private to Public Schools and Interstate transfers:** Processed by Principal and the Director (Senior Secondary Schools), Ministry of Education, Science and Technology.

Thank you.