

Ministry of Education Language Centre

Bishan Campus

11 Bishan Street 14
Singapore 579782
Telephone: 6258 7794
Telefax: 6258 3913



Newton Campus

136 Cairnhill Road
Singapore 229722
Telephone: 6515 8320
Telefax: 6686 3560

Inter-Campus Transfer – Instructions

PLEASE NOTE

Inter-campus transfers are subject to the availability of vacancies. If there are no vacancies for the requested day or time, students will be placed on a waiting list. In the meantime, students should attend the class they were originally assigned to until a vacancy becomes available.

Acceptable Reasons for Transfer

- (a) distance between MOELC campus and home/school
- (b) unavailability of classes of day/time slot needed at the Campus originally assigned because of a clash with (i) the school timetable (ii) other compulsory school programmes/activities

Reasons of a private nature, such as tuition, dance, music, ballet and other personal enrichment lessons will not be considered.

Students are strongly encouraged to arrange their CCAs such that they do not clash with their classes at the Ministry of Education Language Centre.

Documents to Submit

Please submit the following supporting documents with the Inter-Campus Transfer Form:

If the request is due to change of school of a different zone:

- attach document to support change of school

If the request is due to distance between MOELC Campus and home:

- attach photocopy of student's/parent's pass/NRIC with the home address information

If the request is due to clash with school timetable/school activities:

- attach school timetable/CCA confirmation from school (standard letter available upon request)

Please submit the completed form either in person, by email to the relevant department, or by fax to the General Office of the Ministry of Education Language Centre:

Department	Email Address
French	MOE_LCfrench@moe.edu.sg
Japanese	MOE_LCjapanese@moe.edu.sg
MOE Language - Bishan Campus	Fax 62583913
MOE Language - Newton Campus	Fax 66863560

Request Processing Time

Applicants only need to lodge an inter-campus transfer request at one Centre only.

Requests submitted in 2026 and **during school term time** will be processed **within 7 working days** from the date of submission to the MOELC General Office. Applications received on the last day of school term or during the school term holidays will be processed at the beginning of the next school term.

The outcome of the request will be communicated to the applicant **by email**. It is therefore important that the email address be written clearly to avoid unnecessary delay. If the applicant does not receive an email after 7 working days, pls contact us.

INTER-CAMPUS TRANSFER

For use if transfer is due to CCA/school programme clash reasons

Name of Pupil: _____
Student Pass No: _____
Original MOELC Class: _____

This is to confirm that the above-mentioned student is involved in _____

_____ on _____
(name of school programme/activity) *(day/days)*

at _____ .
(time)

Please allow a change of Campus.

*Name of teacher-in-charge
of school programme/CCA*

*Signature of teacher-in-charge
of school programme/CCA*

Date

School Stamp

**delete as appropriate*