



INTER / INTRA - SCHOOL TRANSFER APPLICATION FORMS

A. IMPORTANT INFORMATION

- (i) To be completed and returned to the Admissions Office
- (ii) Student must meet the entry points and subject requirements of the degree course they are seeking transfer into.
- (iii) Application for Intra/Inter school transfer **DOES NOT CONSTITUTE A TRANSFER**. The transfer is **NOT** complete until the student receives an official letter from the Registrar (Academic & Student Affairs) informing him/her that the application has been successful or otherwise.
- (iv) Candidates **MUST** attach photocopy of their **K.C.S.E** certificate/result slip & the **Weighted Cluster Points** (WCPS) before their application can be considered.

NAME: _____ **INDEX NO:** _____

(SURNAME IN BLOCK LETTERS) (OTHER NAMES IN FULL)

School /Degree course/Department presently registered: _____

Current Registration Number: _____

School & Degree/Diploma course to which transfer is sought: _____

I wish to apply for transfer to the above-mentioned School /Degree course for the following reason (s)

1. _____

2. _____

K.C.S.E QUALIFICATIONS: _____

Signature _____ Date _____

A. FOR THE DEAN OF THE RELEASING SCHOOL/DEPARTMENT (Intra-School)

I Certify that the information entered by the applicant is correct.

Forwarded for consideration by the Board of Undergraduate Studies (BUS)/TVET/PGS.

Dean of school: Name _____

Signature: _____ Date/Stamp: _____

B. DIRECTOR, BOARD OF UNDERGRADUATE STUDIES (BUS)/TVET/PGS

Transfer from the School/Department of _____

To the School/Department of _____

Transfer Approved ☐

Transfer Not approved ☐

Signature: _____

Director: BUS/TVET/PGS

Date/Stamp: _____