



# MACHAKOS UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

## NOTICE

FROM: A.G. REGISTRAR (ASA)

REF: MKSU/REG-ASA/OC/VOL.1

TO : ALL FIRST YEAR STUDENTS  
2024/2025 ACADEMIC YEAR

DATE: 23<sup>RD</sup> AUGUST 2024

### SUBJECT: INTER/INTRA SCHOOL TRANSFERS (CHANGE OF COURSE/PROGRAMME)

This is to inform all the first year students who would like to transfer/change their course/programme that the window has been opened. Those who would like to transfer their courses are advised to apply for the same starting from Friday, 23<sup>rd</sup> August 2024 to 5<sup>th</sup> September, 2024.

Application forms for change of course/programme are available on the University website. Students changing the programmes are advised to download, fill and submit the inter/intra school transfer forms for consideration by Thursday, 5<sup>th</sup> September 2024.

Kindly upload scanned copies of complete inter/intra school transfer forms, KCPE and KCSE resultslips through the provided link:- <https://forms.gle/hJEKNLRwmWrErCo69/>

#### NB

Before applying for the inter/intra school transfer to take note of the following:-

1. One must ensure that they meet the KUCCPS cut-off points for the programme they wish to transfer to.
2. If one transfers to a more expensive course, they will be required to pay the difference.

Thank you.

  
**PATRICK OKEMBA**  
**REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)**



- Cc
1. Deputy Vice Chancellor-ASA
  2. Senior Assistant Registrar (Admissions)-ASA
  3. Deans of Schools
  4. CODs
  5. ICT Directorate
  6. Student leaders

PO/jmg



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