



MACHAKOS UNIVERSITY
OFFICE OF THE REGISTRAR (ACADEMIC & STUDENT AFFAIRS)

INTRA/INTER-SCHOOL TRANSFER FORM

IMPORTANT INFORMATION

- (i) Complete the form, scan and send through the google link: <https://forms.gle/hJEKNLRwmWrErCo69/>
- (ii) Students must meet the minimum entry points and subject requirements of the Degree/Diploma 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) informing him/her that the application has been successful or otherwise
- (iv) Attach a copy of your KCSE Results slip.

SECTION A

NAME _____ INDEX NO _____
(SURNAME IN BLOCK LETTERS) (OTHER NAMES IN FULL)

BIRTH CERTIFICATE NO. _____ KCPE INDEX NO _____

School/Degree Course/Department Presently Registered _____

Current Registration Number _____

Degree/Diploma course to which transfer in sought _____

I wish to apply for transfer to the above mentioned Degree/Diploma course for the following reasons:

1. _____

2. _____

KCSE Qualifications _____

SECTION B

FOR THE DEAN OF THE RELEASING SCHOOL/DEPARTMENT

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

Forwarded for consideration by the Deans Committee

Signed: _____

Name: _____

Dean School of _____

SECTION C
FOR DEANS COMMITTEE

Transfer from the School of _____

To the School/Department of _____

Approved

Not approved

Signed: _____

Chairman Dean Committee

Date: _____