



**INTER / INTRA - SCHOOL TRANSFER APPLICATION FORMS**

**A. IMPORTANT INFORMATION**

- (i) To be completed and returned to the Admissions Office
- (ii) Students 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 **SHOULD** attach photocopy of their **K.C.S.E** certificate/result slip 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 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. \_\_\_\_\_
3. \_\_\_\_\_

**K.C.S.E QUALIFICATIONS:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**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 Board of Undergraduate Studies.

Dean of school: Name \_\_\_\_\_

Signature \_\_\_\_\_ Date/Stamp: \_\_\_\_\_

**C. FOR DEANS COMMITTEE**

Transfer from School/Department of \_\_\_\_\_

To School/Department of \_\_\_\_\_

Transfer Approved

Transfer Not approved

Signature: \_\_\_\_\_

**Chairman: Deans Committee**

Date/Stamp: \_\_\_\_\_