



INTER / INTRA - SCHOOL TRANSFER APPLICATION FORM

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 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. _____
4. _____

K.C.S.E QUALIFICATION _____

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, Deans Committee

Date: _____