



# **MACHAKOS UNIVERSITY**

**OFFICE OF THE REGISTRAR (ACADEMIC & STUDENT AFFAIRS)**

## **INTER-UNIVERSITY TRANSFER; HOW TO MAKE A REQUEST FOR KUCCPS INTER UNIVERSITY**

**Log into KUCCPS online System to facilitate inter-University transfer.**

### **Steps to follow:-**

1. Fill the form online and if qualified you will be able to download the form after making requisite payment through MPESA to KUCCPS.
2. Print out the downloaded form
3. Approach Machakos University- the Institution which offers the Degree programme of interest to request for consideration and approval.
4. After securing the Approval to pursue the programme, approach the University in which you were originally admitted to sign the form for discharge.
5. Submits the duly completed inter-University transfer form to KUCCPS for processing and notification.

[admissions@mksu.ac.ke](mailto:admissions@mksu.ac.ke)

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