



**MACHAKOS UNIVERSITY**  
**OFFICE OF THE REGISTRAR (ACADEMIC & STUDENT AFFAIRS)**  
**INTRA/INTER-SCHOOL TRANSFER FORM**

**IMPORTANT INFORMATION**

- (i) To be completed and scanned copies be emailed to: [pokemba@mksu.ac.ke](mailto:pokemba@mksu.ac.ke)
- (ii) Students must meet the entry points and subject requirements of the programme 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 \_\_\_\_\_ KCSE 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 \_\_\_\_\_

School/Degree course to which transfer in sought \_\_\_\_\_

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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

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, Deans Committee

Date: \_\_\_\_\_