



# MACHAKOS UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

## NOTICE

FROM: REGISTRAR (ASA)

REF:MksU/REG-ASA/OC/VOL.2

TO : ALL FIRST YEAR STUDENTS  
2022/2023 ACADEMIC YEAR

DATE: 4<sup>TH</sup> SEPTEMBER 2023

**SUBJECT: INTER/INTRA-SCHOOL TRANSFERS (CHANGE OF COURSE/PROGRAMME)**

This is to inform all the first year students who would like to transfer/change their course/programme that the window has been opened. This is therefore to inform all the first year students who would like to transfer their courses to apply for the same on or before Friday, 15<sup>th</sup> September 2023.

Application forms for change of course/programme are available on the University website. Students who would like to change course/programme are required to download and fill the inter/intra -School transfer forms for consideration by Friday, 15<sup>th</sup> September 2023.

Kindly upload scanned copies of completed inter/intra-School transfer forms, KCPE and KCSE result slips through the provided link: -

<https://forms.gle/72WQM4dbs99CuFkL6>.

### NB

Before applying for inter/intra school transfer take note of the following: -

- 1) One must ensure that they have met the KUCCPS cut-off points for the programme they wish to transfer to.
- 2) If one transfers to a more expensive course, they will be required to pay the difference.

Thank you



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REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

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|----------------------------------------|--------------------|
| 1. Deputy Vice Chancellor (ASA)        | 5. CODs            |
| 2. Deputy Registrar (ASA)              | 6. ICT Directorate |
| 3. Snr. Assistant Registrar-Admissions | 7. Student leaders |
| 4. Deans of Schools                    |                    |



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