



MACHAKOS UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

NOTICE

FROM: A.G. REGISTRAR (ASA)

REF:MKSU/REG-ASA/OC/VOL.1

TO : ALL FIRST YEAR STUDENTS
2025/2026 ACADEMIC YEAR

DATE: 1st SEPTEMBER 2025

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. Those who would like to transfer their courses are advised to apply for the same starting from Monday, 1st September 2025 to 5th September, 2025.

Application forms for change of course/programme are available on the University website. Students changing the programmes are advised to download, fill and submit the inter/intra school transfer forms for consideration on or before **Friday, 5th September 2025.**


Kindly upload scanned copies of complete inter/intra school transfer forms, KCPE and KCSE resultslips through the provided link:- <https://forms.gle/72WQM4db99CuFkL6>.

NB

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

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

Thank you.


PATRICK OKEMBA
REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

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

PO/jmg



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