



# MACHAKOS UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC & STUDENT AFFAIRS)

## INTRA/INTER-SCHOOL TRANSFER FORM

### IMPORTANT INFORMATION

- (i) Complete the form, scan and send through the google link: <https://forms.gle/72WQM4dbs99CuFkL6>
- (ii) Students must meet the minimum entry points and subject requirements of the Degree/Diploma course they are seeking transfer into.
- (iii) Application for Intra/Inter-School transfer DOES NOT CONSTITUTE A TRANSFER. The transfer is NC 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 \_\_\_\_\_ 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 \_\_\_\_\_

Degree/Diploma course to which transfer is sought \_\_\_\_\_

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

1. \_\_\_\_\_
2. \_\_\_\_\_

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 Dean Committee

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