

**CHUKA**



**UNIVERSITY**

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Chuka

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

Ref: CU/RACA/IFTS/27

11<sup>th</sup> September, 2017

To: **All Year One GSS (KUCCPS) Students**

From: **Registrar (AA)'S Office**

**RE: INTER- FACULTY / PROGRAMME TRANSFERS**

I take this opportunity to welcome you and congratulate you for successfully enrolling yourselves to Chuka University.

The process of transferring to other programmes/courses will begin on **Tuesday 12<sup>th</sup> September, 2017** and end on **Tuesday 19<sup>th</sup> September, 2017**.

Transfer strictly depends on the following:

- i. Meeting the 2016 cut-off points for KUCCPS in the cluster subjects and University.
- i. Whether there is a vacancy in the programme you want to transfer to.

**Procedure:**

1. Students will download (in duplicate) inter-faculty/programme transfer forms from the University website [www.chuka.ac.ke](http://www.chuka.ac.ke).
2. Students will fill the forms and attach copy of KCSE result slip and return to their current faculties. (*Confirm cluster points from: <http://www.kuccps.ac.ke> by entering KCSE index, year of examination and password used at KCSE registration*).
3. The office of the Registrar( AA) will communicate, thereafter, to all successful and unsuccessful applicants
4. Meanwhile, all students are advised to continue with the programmes they were admitted in until it is communicated by the office of the Registrar Academic Affairs. Successful applicants **must report to their new faculties for the amendment of their records failure to which one will not be considered to have changed to the new course.**

Prof. F.G Ndiritu  
Registrar ((AA))

cc. Vice-Chancellor

Deputy Vice-Chancellor (AFP&D)

Deputy Vice-Chancellor (ARS A)

All Deans