

CHUKA



UNIVERSITY

Knowledge is Wealth (*Sapientia divitia est*) Akili ni Mali
**OFFICE OF THE REGISTRAR
(ACADEMIC AFFAIRS)**

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INTERNAL MEMO

REF: CU/RACA/MEMO/9/24

10th September, 2024

TO: ALL YEAR ONE GSS (KUCCPS) STUDENTS

FROM: REGISTRAR (ACADEMIC AFFAIRS)

REF: INTER-FACULTY/ PROGRAMME TRANSFERS

I take this opportunity to welcome and congratulate you for choosing Chuka University as your University of choice.

The Inter-Faculty/Programme transfer process will begin on **Thursday 12th September, 2024** and end on **13th September, 2024**.


Transfers strictly depends on the following:

- i. Meeting the 2023 cut-off points for KUCCPS in the cluster subjects and the University.
- i. Availability of a vacancy in the programme you wish to transfer to.

Procedure:

1. Students will download inter-faculty/programme transfer form from the University website www.chuka.ac.ke.
2. Students will fill the form, and attach copy of KCSE result slip and submit to their current Faculties.
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 to until communicated otherwise by the office of the Registrar Academic Affairs. Successful applicants **must present the transfer letters to their new Faculties for changes and amendment of their records, failure to which one will not be considered to have transferred to the new course.**

Thank you.


Dr. Samwel M. Choge, Ph. D
Registrar (Academic Affairs)
CC: Vice-Chancellor

DVC (ARSA)
DVC (AFP&D)
Deans of Faculty /Schools
Registrar (A&P)
All Notice Boards
University Website

