

CHUKA



UNIVERSITY

Knowledge is Wealth (*Sapientia divitia est*) Akili ni Mali

OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

Telephones: 020-2310512/18

Direct Line: 0771094000 / 0202329073

Email: raca@chuka.ac.ke

P. O. Box 109-60400, Chuka

Website: www.chuka.ac.ke

REF.: CU/RACA/IFTS/9/2026

Date: 7th September, 2026

To: All Year One GSS (KUCCPS) Students

From: Registrar (Academic Affairs) Office

RE: INTER- FACULTY / PROGRAMME TRANSFERS

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

The Inter-Faculty/Programme transfer process will begin on **Friday 11th September, 2026** and end on **16th September, 2026**.

Transfers will strictly depend on the following:

- Meeting the 2025 cut-off points for KUCCPS in the cluster subjects and the University requirements.
- Availability of a vacancy in the programme you wish to transfer to.

Procedure:

- Students will login to <https://admissions.chuka.ac.ke/gsp/login-kuccps> using your KCS Index Number/Year Of KCSE.
- Click on the Inter-Faculty Transfer link.
- Students will fill in the Inter-Faculty Transfer form online and submit.
- Kindly note that you only have one chance to transfer. You are required to submit **ONLY** once.
- NO** payment will be required.
- The office of the Registrar (AA) will communicate, thereafter, to all successful and unsuccessful applicants. Communication will be done one week from the closing date of the applications via the admissions noticeboard.
- 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 change and amendment of their records, failure to which one will not be considered transferred to the new course.

NB: Late applications will not be considered. Please note that you will not be able to reverse or revoke your Inter- Faculty Transfer after it has been validated by the Kenya Universities and Colleges Central Placement Service (KUCCPS)

Thank you.

f. Dr. Samwel M. Chege, Ph.D.,
REGISTRAR (Academic Affairs)

cc. Vice-Chancellor

Deputy Vice-Chancellor (AFP&D)

Deputy Vice-Chancellor (ARSA)

All Deans

