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Ref: KUCCPS/02/IIT/1/7/22

July 19th 2022

Vice Chancellors,
Principals, Constituent University Colleges,
Principals, TVET Institutions,
Principals, Teacher Training Colleges.

Dear Sir/Madam,

RE: INTER-INSTITUTIONAL TRANSFERS FOR THE 2022/2023 PLACEMENT CYCLE

The Kenya Universities and Colleges Central Placement Service (KUCCPS) completed the placement process for the 2022/2023 Placement Cycle. As per practice, KUCCPS provides an opportunity to students who may wish to change their programmes and institutions through the online system following the laid down procedures and within the set timelines.

In view of the above, KUCCPS will officially open the online system for inter-institution transfer for students placed during the 2022/2023 placement cycle from **July 25, 2022 to August 24, 2022**. Inter institution transfer for the previous year's applicants is discouraged, however, communication to that effect will be disseminated to institutions at a later date.

The inter institution transfer process involves the following steps:

- i. The student initiates an online transfer application which will be submitted to the receiving institution.
- ii. The receiving institution endorses the transfer application received through their institution portal and submit.
- iii. The releasing institution receives the application and clears the student (applicant) through the Institution's portal.
- iv. The endorsed application comes to the CEO, KUCCPS for approval, after which a transfer letter will be generated and accessed by the applicant.
- v. The applicant downloads the approved transfer letter and presents the same to the receiving institution for admission and joining instructions.
- vi. The two institutions involved will obtain a transfer report on the institutional portal.

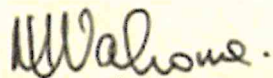
Additional guidelines for institutions and applicants will be published on the KUCCPS application portal, before the commencement of the exercise.

The purpose of this letter, therefore, is to inform you of the timelines and to request you to accord the applicants timely support during this period.

We take this opportunity to thank you for your continued cooperation.

NB: During the Inter Faculty/Programme transfers, institutions are required to adhere to the individual programme cut off points as published by KUCCPS which can be accessed on the institution portal.

Yours Sincerely,

A handwritten signature in black ink, appearing to read "M. Wahome".

DR. AGNES MERCY WAHOME
CHIEF EXECUTIVE OFFICER