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Ref.: KUCCPS/14/1/VOL IV/64

June 8, 2020

Vice-Chancellors,

Principals, University Constituent Colleges,

Principals, TVET Institutions

Dear Sir/Madam,

**RE: INTER-INSTITUTIONAL TRANSFERS FOR THE 2020/2021 PLACEMENT CYCLE**

During the release of the 2020/2021 Placement Cycle report on June 2, 2020, the Cabinet Secretary for Education directed the Placement Service to conduct the Inter-Institutional Transfer process online for students who may wish to change their programmes and institutions following the laid down procedures and within the set timelines.

Inter-institutions transfer process involves the following steps:

- i. The student initiates an online transfer application and submits to the receiving institution.
- ii. The receiving institution endorses the transfer applications received through their institution portal and submit.
- iii. The releasing institution receives the application and clears the student (applicant) through their institutions portal and submits.
- iv. The endorsed application comes to the CEO, KUCCPS for approval where a transfer letter will be generated and accessed by the applicant and the two institutions involved.
- v. The applicant downloads the approved transfer letter and presents the same to the receiving institution for admission and joining instructions.

It has been the practice from the past to open the online application system for Inter-Institutions transfers for a period of two (2) months. The Placement Service will open the system for IIT application and processing from June 15, 2020 to August 15, 2020. Additional guidelines for institutions and applicants will be published on the application portal before the commencement of the exercise.

The purpose of this letter is, therefore, to inform you of the timelines and to request you to accord applicants timely support while observing the prescribed health guidelines due to the Covid-19 pandemic.

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

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Dr. John Muraguri', written in a cursive style.

**Dr. JOHN MURAGURI,  
CHIEF EXECUTIVE OFFICER**

*JMM/ns*