

**KENYA UNIVERSITIES AND COLLEGES CENTRAL PLACEMENT SERVICE (KUCCPS)**  
**ONLINE INTER-INSTITUTION TRANSFER GUIDELINES**

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1. The student (applicant) will log in to their online portal and complete a transfer application form.
2. Upon completion, the request will be forwarded to the receiving institution for endorsement.
3. The receiving institution shall endorse the transfer applications received through their institution portal and submit. Endorsement shall be done by the Head of the institution or an officer delegated to do so on behalf of the Head of the institution.
4. The receiving institution shall consider an application guided by the available capacity, minimum entry requirements and cut-off Points, and:
  - a) If accepted, a student shall receive a notification asking them whether they wish to proceed to the next step or not.
    - If they wish to proceed, the application will be forwarded to the releasing institution for consideration and endorsement.
  - b) If they do not wish to proceed, the application will be cancelled and revert back to the student. The student will then be asked if they wish to initiate another transfer application.
  - c) If not approved, the rejected transfer request will revert to the applicant with comments from the receiving institution.
  - d) The institution will have three (3) days to endorse the transfer application, failure to which the application will revert to the applicant.
5. Upon receipt by the releasing institution, the Head of the institution will either accept or reject the request to clear the applicant for transfer taking into account any obligations owed to the institution by the applicant, and:
  - a) If cleared, a student will receive a notification asking them whether they wish to proceed to the next step or not.
    - If they wish to proceed, the application will be forwarded to the Placement Service for review and approval.
    - If they do not wish to proceed, the application will be cancelled and revert back to the student. The student will then be asked if they wish to initiate another transfer application.

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- b) If not cleared, the application reverts to the student with the reason provided for follow-up or appeal to the Placement Service.
6. The current institution shall have three (3) days to endorse the transfer application, failure to which the application shall revert back to KUCCPS for action.
7. Upon receipt of the application for review by KUCCPS, a student will receive a notification asking them whether they wish to proceed to the next step or not.
- If they wish to proceed, the application will be forwarded KUCCPS for final approval.
  - If they do not wish to proceed, the application will be cancelled and revert back to the student.
- The student will then be asked if they wish to initiate another transfer application.
8. Thereafter, KUCCPS will review the application, and:
- a) If the application is approved, the inter-institution transfer letter will be generated automatically for download by the applicant and both the receiving and the releasing institutions through their respective portals.
  - b) If the application is not approved, the applicant will receive a notification with the reason for rejection.
9. Thereafter, the applicant will download the approved transfer letter and present it to the receiving institution for admission and joining instructions.
10. An inter institution transfer shall only be valid after approval by KUCCPS.