



**OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS &  
RESEARCH**

**DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY**

**PRIVATE BAG – 10143, DEDAN KIMATHI**

**TELEPHONE: 061-2050000, 0723-366363, 0736-456391**

**E-mail: [registraraa@dkut.ac.ke](mailto:registraraa@dkut.ac.ke); website: [www.dkut.ac.ke](http://www.dkut.ac.ke)**

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**Ref: DeKUT/Reg. AA/Inter-Faculty Transfer/56**

**DATE: 11<sup>TH</sup> September, 2023**

**NOTICE TO FIRST YEAR STUDENTS**

This is to bring to your attention that the course transfer exercise commences today, **Monday, 11<sup>th</sup> September 2023** and that the portal will close on **Sunday 24<sup>th</sup> September 2023**.

This is therefore to invite those First year students who wish to change their courses to apply before then. Please also ensure that to apply, you must meet the cut off points for the course you wish to transfer to.

Kindly ensure to follow the guidelines provided below.

*E.N. King'ori*

**Elizabeth King'ori**

**Ag. Registrar Academic Affairs & Research.**



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### ICT Directorate

#### Guidelines on how to Request for a course Transfer

1. Access the University Website via the link: <https://www.dkut.ac.ke/>
2. On the homepage, under the 'RESOURCES' section, Click on the 'First Year Registration 2023/2024' link.

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- [List of First Year Students Allocated Internal Hostels - August 2023](#)
- [Notice to Students on the 95<sup>th</sup> Kenya Music Festivals - August 2023](#)
- [Notice to Students on 2023/2024 Subsequent HELB Loan - July 2023](#)
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#### RESOURCES

STAFF PORTAL →

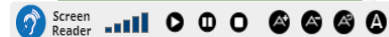
STUDENT PORTAL →

ONLINE COURSE APPLICATION →

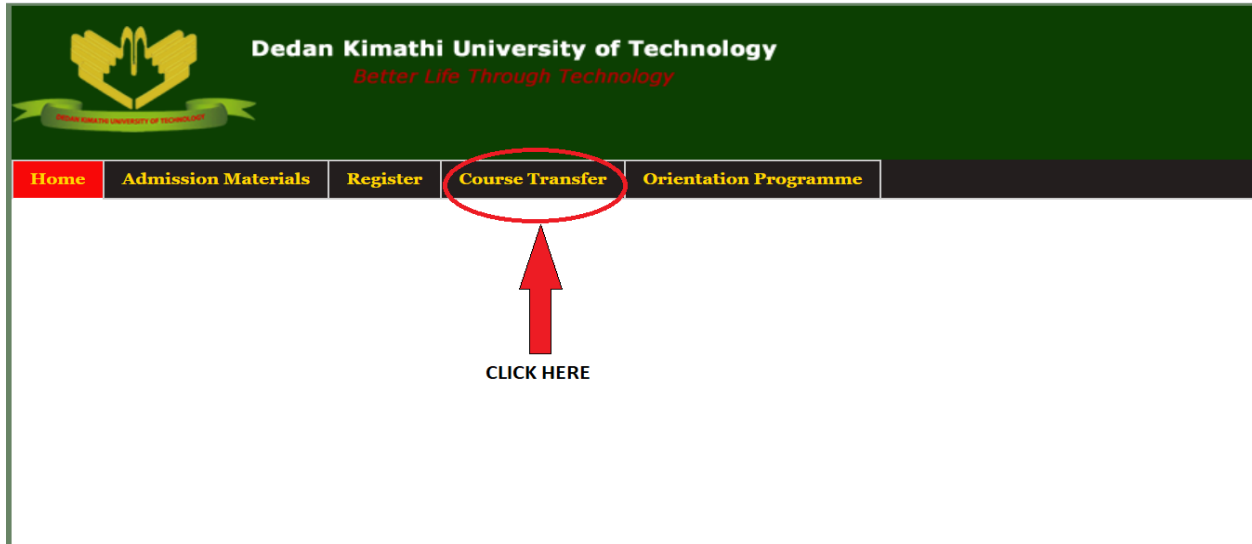
FIRST YEAR REGISTRATION 2023/2024 →

STUDENT ONLINE CLEARANCE →

UNIVERSITY SERVICE DELIVERY CHARTER →



3. You can also access the registration portal from directly from the link:  
<https://registration.dkut.ac.ke>
4. Click on the '**Course Transfer**' link on the navigation menu on top of the page



5. You will be directed to a login page where you will provide your login credentials.

The image shows the login page of the Dedan Kimathi University of Technology website. The navigation menu is at the top, with 'Course Transfer' highlighted. Below the menu, the 'Login' section contains the following text and form elements:

**Login**  
Please fill out the following form with your login credentials:  
In order to register, kindly login using the following credentials:

- **Registration Number:** This is the number on your Admission Letter (e.g. A012-01-0001/2019). If you have not yet downloaded the admission letter you can [DOWNLOAD IT BY CLICKING HERE](#).
- **KCSE Index Number:** This is the index Number you used during your KCSE Examination. (e.g. 123456789001/2019).

*Fields with \* are required.*

**Registration Number \***

**KCSE Index Number \***

**Note:** The default login credentials are:

- **Registration Number:** This is the number on your Admission Letter.

- **KCSE Index Number:** The number you used during the KCSE examination (e.g. 123456789001/2019).
6. Once logged in, you will be directed to the Course transfer request page.

The screenshot shows the 'Transfer Request' page. At the top, there is a navigation bar with links: Home, Admission Materials, Register, Course Transfer (highlighted in red), Orientation Programme, and Logout (E. 24.01.2020/2020). Below the navigation bar, the page title is 'Transfer Request'. The main content area shows 'Transfer from: #Bachelor of Science in Civil Engineering'. A note states: 'Note: Course Transfer requests will be subject to the 2020 KUCCPS Cut Off Points. Make sure your results satisfy the required Cluster Points for the course you want to transfer to. Any request that does not meet this condition will NOT be processed.' Below the note, it says 'Fields with \* are required.' There are two input fields: 'Course transferring to \*' with a search box containing 'Search Course by Keyword' and a dropdown arrow, and 'Transfer Reason \*' with an empty text box. At the bottom, there is a 'Request Transfer' button.

This is the page where you provide the details of the course you are transferring to. You will be required to select the Course Name in the first field and provide a reason why you want to transfer to the new course. Once you have provided the information, Click on the '**Request Transfer**' Button to complete the request.

7. The above steps will direct you to a page with details of the request you made.

The screenshot shows the confirmation page for the 'Transfer Request'. It features the same navigation bar as the previous page. The main content area displays the following details in a table-like format:

Transfer From	Bachelor of Science in Civil Engineering
Transfer To	Bachelor of Science in Mechanical Engineering
Transfer Reason	Change of Career Path
Date Requested	2020-07-19 13:39:29

At the bottom of the page, there is a footer with the text: 'Copyright © 2020 DeKUT ICT Directorate All Rights Reserved. Dedan Kimathi University of Technology'.

**This would be a confirmation that your request is well received. You will therefore receive communication regarding your request in due course.**