



OFFICE OF THE REGISTRAR ACADEMIC AFFAIRS & RESEARCH
DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY
P O BOX 657-10100, NYERI, KENYA
TELEPHONE: 0713-835-965 EMAIL: registraraa@dkut.ac.ke

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

DATE: 23rd July, 2024

NOTICE TO FIRST YEAR STUDENTS ON INTER-FACULTY TRANSFERS

I wish to bring to your attention that **inter - faculty transfer / course transfer** exercise commences **today, Tuesday, 23rd July, 2024** and that the **Course Transfer Portal** will close on **Tuesday, 6th August, 2024**.

This is therefore to invite those First Year Students who wish to transfer from once Course to another to apply before the above deadline. Please note that to transfer, you must meet the cut - off points for the Course you wish to transfer to.

Kindly follow the guidelines provided below:

- i. Visit DeKUT website <https://www.dkut.ac.ke/>
- ii. Under "**RESOURCES**", click "**FIRST YEAR REGISTRATION 2024/2025**"
- iii. In the window that opens, click "**Course Transfer**"
- iv. In the boxes provided at the bottom left corner, indicate your Registration Number e.g. **A012-01-0001/2019** and KSCSE Index Number e.g. **123456789001/2019** and then click "**Login**"
- v. Choose the Course you want to transfer to from the drop box provided and indicate "**Transfer Reason**", then click "**Request Transfer**".
- vi. You will receive feedback on your request by 9th August, 2024
- vii. Meanwhile, continue attending lectures in the Programme where you were placed by KUCCPS until you are issued with **inter - faculty transfer** approval letter.

E. N. King'ori

Elizabeth King'ori
Ag. Registrar, AAR

c.c.: DVC-A & F
Deans and Directors
Finance Officer