



MULTIMEDIA UNIVERSITY OF KENYA
P O Box 15653-00503, Nairobi, Magadi Road, Kenya
Tel. +254 2071391 Fax: +254 2071247
(MMU is ISO 9001:2015 Certified)

Office of the Registrar, Academic Affairs
Email: registrar@mmu.ac.ke

NOTICE

FROM: REGISTRAR, ACADEMIC AFFAIRS
TO: ALL NEW STUDENTS
REF: MMU/REG.AA/TRANS/VOL.1
DATE: 29th September, 2022
SUBJECT: INTER/INTRA FACULTY TRANSFERS - 2022/2023 ACADEMIC YEAR

This is to inform all **first year students** wishing to apply for **change of course after** the September, 2022 intake to follow the procedure below:

1. Download the inter/Intra-faculty transfer application form from the MMU website (<https://www.mmu.ac.ke/students-documents/>)
2. Print, fill the form and submit to the **Admissions Office by 4:00 p.m. on Friday 9th September, 2022 for processing.** Late applications will not be considered.
3. Only those students who have already registered and who meet the **CUT OFF POINTS (COP)** for the specific courses they are seeking to transfer to, will be considered subject to **AVAILABILITY OF SPACE.**
4. The relevant Committee of the University Senate will meet to consider the applications on **Wednesday 14th September, 2022** and results will be communicated to the students by **Thursday 15th September, 2022** to facilitate timely transfer.
5. Every successful student will be issued with a letter of transfer with a new admission number to enable him/her register in their **new Faculty/programme by Friday 16th September, 2022.**

 29/08/22

DR. JOASH K. MULABE, Ph.D,
REGISTRAR, ACADEMIC AFFAIRS



Cc. Vice Chancellor
DVCAA, R&I
Deans of Faculties
Dean of Students
All Chairpersons of Departments

Finance Officer
SAR Admissions
MUKSA Chairperson
MUKSA Academic Affairs & Clubs Secretary

Riding on Technology, Inspiring Innovation

