



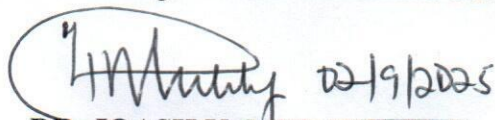
MULTIMEDIA UNIVERSITY OF KENYA
P O Box 15653-00503, Nairobi, Magadi Road, Kenya
(MMU is ISO 9001:2015 Certified)

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

FROM: REGISTRAR, ACADEMIC AFFAIRS
TO: ALL NEW STUDENTS
REF: MMU/REG.AA/TRANS/VOL.1
DATE: 2nd September, 2025
SUBJECT: INTER/INTRA FACULTY TRANSFERS - 2025/2026 ACADEMIC YEAR

This is to inform all **first year** students wishing to apply for change of course during the September 2025 inter/intra Faculty Transfer window 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 on or before **4:00 p.m. on Friday 5th September, 2025** for processing.
3. Ensure you meet the MMU Cut Off Points (COP) and Subject Qualification for the specific course you are applying.
4. Submit your application to the Faculty you are transferring From/To for endorsement.
5. Only students who have already registered, meet the Cut-Off Points (COP) and subject requirements for their desired courses, and have paid the full required fees will be considered for transfer, subject to availability of space.
6. The relevant Committee of the University Senate will meet to consider the applications on **Wednesday 10th September, 2025**, and results will be communicated to the students by **Thursday 11th September, 2025** to facilitate timely transfer.
7. 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 12th September, 2025**.
8. Late applications will not be considered. **Please note that you will not be able to reverse or revoke your Inter-Faculty Transfer after it has been validated by the Kenya Universities and Colleges Central Placement Service (KUCCPS)**


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



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

Chief Finance Officer
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MUKSA Chairperson
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