

KIBABII UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

Internal Memo

From: Registrar (Academic Affairs)

Date: 26th August, 2025

To: First Year Students

Ref: KIBU/ACA/RAA/CORR.128/VOL.1

Subject: APPLICATION FOR CHANGE OF PROGRAMME – 2025/2026 ACADEMIC YEAR

The above subject matters refers.

This is to inform all new students interested in changing their programme on the procedure for application of **CHANGE OF PROGRAMME**. The new student wishing to change their academic programme should follow these steps:

- i. Confirm whether you qualify for the intended programme from your respective **KUCCPS Portal** (<https://students.kuccps.net/login/>).
- ii. If you confirm you qualify, obtain and fill the **Inter-Faculty Transfer Application Forms (KIBU-ACA-F-008)** and attach a copy of your KCSE Results Slip.

Completed application forms should be submitted at the Office of the concerned **Dean of School or Faculty** you wish to transfer to.

The **closing date** for the submission of the application forms will be **Wednesday, 8th September 2025**. Applicants **MUST wait** for the **APPROVALS** by the University authorities which will be communicated via a **Notice listing successful Transferred students**.

Please **NOTE** that there is no **APPEAL** or **REVERSE** for a processed and approved change of programme request.

Sr. Dr. Jacklyne Okeno Atari
REGISTRAR (ACADEMIC AFFAIRS)

Copy to:

- Vice Chancellor
- Deputy Vice Chancellor (ASA)
- Deans of Schools and Faculties
- In Charge, Student Affairs
- Chairpersons of Department

JOA/msm



Kibabii University ISO 9001:2015 Certified
Knowledge for Development