

UNIVERSITY

CREDIT TRANSFER APPLICATION FORM

INSTRUCTIONS:

PERSONAL DATA

- (a) This form should be completed and returned to the respective Dean of Faculty within the first 2 weeks after the start of the first academic year.
- (b) All sections should be completed in Block letters in triplicate
- (c) Pay non-refundable application fee Ksh.1000.00.
- (c) Successful applicants are required to pay Ksh 1000.00 per credit factor approved by the University before any transfer is made.
- (d) The Credit transfer shall not exceed one third or 30 % of the total CFs of the degree programme.
- (e) Ensure that you attach the Following:
 - i. Certified copy of your admission letter and copy of national ID.
 - ii. Certified copy of Certificate, Diploma, CPA, CPS and the transcripts.
- iii. Original receipt (application fee).

Name		Reg. No
	(Other names)	
Faculty	De	epartment
I hereby apply for cre	edit transfer for courses in	Diploma/Degree against the
courses taken in my	Diploma/Degree in	or CPA/ CPS and
scored a grade B and	above as shown below or passed Teaching	g Practice/Field Attachment with grade C
minimum and succes	sfully taught /worked for 2 years in a relev	ant field.

SN	code	Chuka University course title	CF/ Hrs	Code	Title of equivalent course already taken (Diploma/Degree*, CPA, CPS etc.)	CF/ Hrs	Grade	Remarks (Q/NQ)

TII/ADM/FORM/10

		CU/ADM/FORM/10						
SN	code	Chuka University course title	CF/ Hrs	Code	Title of equivalent course already taken (Diploma/Degree*, CPA, CPS etc.)	CF/ Hrs	Grade	Remarks (Q/NQ)
						 		
						 		
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						+		
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*	Applies to those already enrolled for degree programmes in other universities and wish to transfer to Chuka University							
Q (Qualified							
NQ	Not qualified							

Ç **DECLARATION** I certify that the information given in this application form is correct to the best of my knowledge: Sign.......Date...... FOR OFFICIAL USE ONLY (a) Recommendation of Head of Department: Total CF's Applied for Transfer..... i. Total CF's Recommended for Transfer.... ii. iii. Total CF's Not Recommended for Transfer..... COD Sign...... Date...... Official stamp..... **Recommendation of the Faculty Board of Examiners:** i. Total CF's Applied for Transfer..... ii. Total CF's Recommended for Transfer.... Total CF's Not Recommended for Transfer..... iii. (b) REGISTRAR (ACADEMIC AFFAIRS): Approved/Not Approved Sign......Official stamp..... (c) Finance Department (i) (ii) Amount paid Ksh...... Receipt No.

Sign......Official Stamp.....