



MULTIMEDIA UNIVERSITY OF KENYA
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(MMU is ISO 9001:2015 Certified)

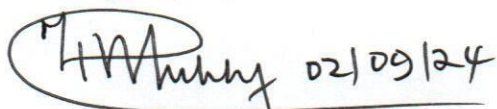
Office of the Registrar, Academic Affairs
Email: registrar@mmu.ac.ke

NOTICE

FROM: REGISTRAR, ACADEMIC AFFAIRS
TO: ALL NEW STUDENTS
REF: MMU/REG.AA/TRANS/VOL.1
DATE: 30th August, 2024
SUBJECT: INTER/INTRA FACULTY TRANSFERS - 2024/2025 ACADEMIC YEAR

This is to inform all **first year students** wishing to apply for **change of course** after the September, 2024 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 6th September, 2024 for processing.** Late applications will not be considered.
3. Only those students who have already registered and who meet the **CUT OFF POINTS (COP) and SUBJECT QUALIFICATIONS** 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 11th September, 2024** and results will be communicated to the students by **Thursday 12th September, 2024** 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 13th September, 2024.**

 02/09/24

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

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