



Inter-University Transfer Guide to KCA University

Application for inter-university transfer.

Step 1: Login to the KUCCPS Portal

Visit <https://students.kuccps.net/login/> to login to your student account. You will input your KCSE Index Number, Examination year. The password is your KCPE Index Number or BirthCertificate Number.

Step 2: Click on the Transfer tab at the top of the navigation bar

Step 3: Fill in the transfer Application details

In the application details you will input the programme code of the KCA University programme you want to transfer to, as listed below;

Programme code	Programme name
1103107	Bachelor of Actuarial Science
1103133	Bachelor of Commerce
1103135	Bachelor of Education (Arts)
1103136	Bachelor of Arts in Criminology, Criminal Justice and Public Safety
1103158	Bachelor of Science (Information Communication Technology)
1103179	Bachelor of Arts Performing Arts and Film Technology
1103180	Bachelor of Education (Early Childhood Education)
1103199	Bachelor of Arts in Economics and Statistics
1103206	Bachelor of Business and Information Technology
1103232	Bachelor of Science (Information Technology)
1103250	Bachelor of Procurement and Logistics Management
1103259	Bachelor of Science (Public Management and Development)
1103337	Bachelor of Arts in Counseling Psychology
1103388	Bachelor of Science in Applied Computing
1103511	Bachelor of Science in Information Security and Forensics

1103542	Bachelor of Science in Software Development
1103646	Bachelor of Arts in Economics and Business Studies
1103647	Bachelor of Science in International Business Management
1103649	Bachelor of Arts in Journalism and Digital Media

Step 4: Reason for Transfer

You have to input the reason you want to transfer from the institution placed, to KCA University.

Step 5: Transfer Payment

Use the payment details to pay the Ksh. 1000 fee per application.

Step 6: Endorsement by Receiving Institution

KCA University will endorse your transfer.

Step 7: Endorsement by Releasing Institution

The releasing institution will also endorse the transfer.

Step 8: Review by KUCCPS

Approval from KUCCPS.

Step 9: Transfer Letter

You will be able to download your transfer letter from the portal, which you will present to KCA University.

Application Instructions from KUCCPS, which are important to note:

1. For one to be eligible for transfer, the Placement Service must have placed the applicant to the programme one is seeking a transfer from.
2. One will only be able to apply to transfer to a course whose minimum requirements one meets.
3. One Applicants to degree programmes must meet the applicable cut-off point for their respective placement year.
4. The programme applied to must have been on offer in the year the applicant was placed.
5. An applicant may only apply to transfer to one programme.
6. An applicant shall only transfer once for the duration of the programme placed.

7. The applicant may view the available programmes and their requirements by clicking the Programmes tab above and can search for courses by institution, using the Institutions tab above.
8. Once the applicant has settled on a preferred programme, only the 7-Character Programme Code will be required.
9. To apply, use the transfer applications tab and follow the instructions provided.
10. An application-processing fee of Ksh1,000 is charged per application.
 - a. A prompt for the M-PESA transaction code will appear at the point of submission. Please keep the transaction code safely as it may be required again.
 - b. **CAUTION!** Do not make any payment before the applicant has been prompted or after the application deadline has passed!
11. Once one has made an application for transfer, the applicant may monitor the progress of
12. their application via the student's portal.

In case, you need any assistance, contact;

Call +254 722 869 917 or email admissions@kcau.ac.ke