

**THARAKA**  
P.O BOX 193-60215,  
MARIMANTI, KENYA



**UNIVERSITY**

Telephone :|+(254)-0202008549,  
+(254)-02020076920  
Email: info@tharaka.ac.ke  
Website: www.tharaka.ac.ke

**COLLEGE**

*(A Constituent College of Chuka University)*  
**OFFICE OF THE REGISTRAR**  
**(Academic Affairs)**

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**REF.: TUC/RAA/21/9/20**

**Date:** 21<sup>st</sup> September, 2020

**To:** All First Year Students

**From:** Registrar (AA)' Office

**RE: INTER-FACULTY / PROGRAMME TRANSFER**

I take this opportunity once more to welcome you to Tharaka University College. I wish to inform those who desire to change their courses that the process of applying for transfers is on and will end on **Friday 25<sup>th</sup> September, 2020.**

Transfer strictly depends on the following:

- i) Meeting the 2019 University College cut-off points for KUCCPS,
- ii) Satisfying the grade requirements for registration to professional bodies,
- iii) And, whether there is a vacancy in the programme you want to transfer to.

**Procedure:**

1. Log in to the student's portal
2. Open the **Students Requisitions** and click on **New Requisition**.
3. Click on **Select Requisition Type** then select **Course Change**
4. A window to change your Course will appear, fill in the information needed and upload your KCSE Certificate and Submit.  
NB: Get your **Weighted Points** from your **KUCCPS Portal**, under institutions and alongside the new programme you are applying for.
5. The office of the registrar (Academic Affairs) will communicate, thereafter, to all successful and unsuccessful applicants via students' institutional emails.
6. Meanwhile all students are advised to continue with the programs they were admitted in until they receive the communication from the office of the Registrar (Academic Affairs).

**Warning:**

*It is criminal offense, which shall lead to disciplinary action and may further lead to criminal proceedings in the court of law to give any falsified information of your KCSE results.*

**Mr. Kiplangat John, (M.Sc.)**



**A.g. Registrar (Academic Affairs)**