



## 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, year you did the examination. The password is your KCPE Index Number or Birth Certificate 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

| <b>Programme code</b> | <b>Programme name</b>   |
|-----------------------|---|
| 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 |
| 1103179               | Bachelor of Arts Performing Arts And Film Technology                |
| 1103180               | Bachelor of Education (Early Childhood Education)                   |
| 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.

#### **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. 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 their application via the student's portal.

**In case, you need any assistance, contact;**

Call **+254 719 034 333** or email **[gss@kca.ac.ke](mailto:gss@kca.ac.ke)**