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To: Vice Chancellors  
Principals of University Constituent Colleges  
Principals and Directors of TVET Institutions

**RE: INTER-INSTITUTIONAL TRANSFERS FOR THE 2025/2026 PLACEMENT CYCLE**

Kenya Universities and Colleges Central Placement Service (KUCCPS) completed the placement process and released the placement report for the 2025/2026 Placement Cycle on 1<sup>st</sup> July 2025. As per the practice, KUCCPS provides an opportunity to students who may wish to change their programmes and institutions through the online application system following the laid down procedures within the set timelines.

In light of this, the Placement Service will open the online system for **inter-institution transfer** for students placed during the 2025/2026 placement cycle from **July 14, 2025 to August 24, 2025**.

Inter-institution transfer process involves the following steps:

- i. The student initiates an online transfer application which will be submitted to the receiving institution.
- ii. The receiving institution endorses the application through their institution portal and accepts the student online.
- iii. The releasing institution receives the application and releases the student online through the institutional portal.
- iv. The endorsed application reverts to KUCCPS online for approval and a transfer letter is generated.
- v. The applicant downloads the approved transfer letter and presents the same to the receiving institution for issuance of admission letter and joining instructions.
- vi. Both the releasing and receiving institutions will obtain a **transfer report** in their institutional portal.

The purpose of this letter, therefore, is to inform you of the timelines and to request you to accord the applicants timely support during this period.

**NB:** During processing of Inter-Faculty/Programme transfers in degree programmes, institutions are required to strictly adhere to individual programme cut off points and minimum subject requirements as published by KUCCPS.

Yours sincerely,

**DR. AGNES MERCY WAHOME**  
**CHIEF EXECUTIVE OFFICER**