



MERU UNIVERSITY OF SCIENCE & TECHNOLOGY

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OFFICE OF THE REGISTRAR

(Academics & Student Affairs)

INTERNAL MEMO

From: Registrar, ASA

Ref: MU/1/50/04/Vol.8 (223)

To: First-Year Students – September 2026 Intake

Date: 18th September 2026

SUBJECT: EXTENSION OF THE INTER-/INTRA-SCHOOL TRANSFER WINDOW – SEPTEMBER 2026 INTAKE

Following numerous enquiries received after the closure of the inter-/intra-school transfer window, and taking into consideration students who reported late, as well as those whose applications were unsuccessful and may wish to revise and resubmit their applications, the University has extended the transfer window to provide an additional opportunity for eligible students to apply for programme transfers.

The extended transfer window will run from **Friday, 18th September to Monday, 28th September 2026**.

All applications must be submitted **online through the Student Portal**. Students are advised to carefully follow the **Course Transfer User Guide** when submitting their applications.

Approval of a course transfer will be subject to the following conditions:

1. **Meeting the prescribed cut-off points** for the programme to which the student wishes to transfer.
2. **Availability of vacancies** in the programme of interest.
3. For **regulated programmes**, meeting the prescribed subject grades and other programme-specific admission requirements.
4. **Validation and approval by the Kenya Universities and Colleges Central Placement Service (KUCCPS)**, where applicable.

Students are advised that **submission of a transfer application does not constitute approval**. Successful applicants will be formally notified and issued with a **Course Transfer Letter** indicating their new programme and registration number.

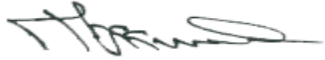


MUST is ISO 9001:2015 and ISO/IEC 27001:2013 CERTIFIED

IMPORTANT: Students who apply for a transfer are required to **continue attending classes and undertaking academic activities in their current programmes until they receive an official Course Transfer Letter**. No student should report to or commence studies in another programme before receiving formal confirmation of the transfer.

Students are encouraged to utilise this extended opportunity responsibly and to ensure that their applications are submitted within the stipulated period.

Thank you.



Dr. Stephen Karanja, Ph.D.

REGISTRAR, ASA

Copy to:

1. Vice Chancellor
2. DVC, ARSA
3. DVC, AFP
4. Finance Officer
5. Deans of Schools
6. Chief ICT Officer

