

# FIRST YEAR STUDENTS TRANSFER PROCEDURE

## 1.0 Introduction

First year students transfers are of two categories: ***Inter- University Transfer, and Intra-University Transfer.***

**Inter-University transfer** allows a selected student to transfer from one Institution to another, whether within the same or different programme whereas **Intra -University transfer** allows students to change a programme within an institution.

## 2.0 Conditions for transfer

- a) Applications for transfers should be submitted in writing through the institution to which a student wants to transfer to;
- b) The student to be transferred must have been previously admitted into a degree programme;
- c) The programme to which transfer is sought must have empty slots to accommodate new students;
- d) The applicant must possess the minimum entry requirements for that particular degree programme;
- e) Receiving Institutions/ Faculty should approve the transfer in writing and submit to TCU for validation and documentation within the set deadline.