



TANZANIA COMMISSION FOR UNIVERSITIES

FIRST-YEAR STUDENT TRANSFER

HOW TO APPLY FOR TRANSFER IN BACHELOR'S DEGREE PROGRAMMES



Students admitted to programmes and universities of their choices, may opt to change programmes or universities by applying for transfer from one university to another (*inter-university transfer*) or by changing programmes within the same university (*intra-university transfer*) during the specific period provided in each year's admission cycle.

1.0 Transfer from One University to Another University

- a) Applications for transfer from one university to another must be initiated by the student and processed by both the leaving and receiving universities.
- b) Written application for transfers should be channeled through the institution from which the student is transferring before submission to the receiving institution.
- c) Transfer should be sought 14 days after the commencement of the registration window and must end after 14 days.

- d) An applicant may only apply to transfer to one programme.
- e) To be eligible for transfer, applicant must have been admitted into a degree programme within the same admission cycle that is seeking a transfer from.
- f) Applicant must meet the programme minimum entry requirements and cut off point for the programme to which he or she seeks to transfer in the respective admission cycle.
- g) The programme to which transfer is sought must have empty slots to accommodate additional students.
- h) Students must not consider transfer granted until they receive official notification from the receiving University.
- i) The receiving university must process transfer applications in the same manner as fresh applications for student admission are processed by the appropriate governing organs and approved by the University Senate.



2.0 Changing Programmes within the Same University

- a) Applications for changing programmes within the same university must be initiated by the student processed according to the respective university procedures.
- b) Written application for change of programme should be submitted to the relevant organ or officer of the university as per stipulated procedures within the university.
- c) Transfer should be sought 14 days after the commencement of the registration window and must end after 14 days.
- d) An applicant may only apply to transfer to one programme.
- e) To be eligible for transfer, applicant must have been admitted into a degree programme within the same admission cycle that is seeking a transfer from.
- f) Applicant must meet the programme minimum entry requirements and cut off point for the programme to which he or she seeks to transfer in the respective admission cycle.
- g) The programme to which transfer is sought must have empty slots to accommodate additional students.
- h) Students must not consider any change of programme as approved until they receive official notification from the University Senate.
- i) The university must process applications for change of programmes in the same manner as fresh applications for student admission are processed by the appropriate governing organs and approved by the University Senate.

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