

Tanzania Commission for Universities



FIRST YEAR STUDENTS TRANSFER PROCEDURE

► Introduction

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

Inter-University transfer allows admitted students 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.

► Conditions for transfer

- a) Applications for transfers should be submitted in writing through the institution to which a student wants to transfer to;
- b) Transfer should be sought 14 days after beginning of a registration window;
- c) The student to be transferred must have been previously admitted into a degree programme in a particular academic year;
- d) The programme to which transfer is sought must have empty slots to accommodate new students;
- e) The applicant must possess the minimum entry requirements for that particular degree programme; and
- f) Receiving Institutions/ Faculty should approve the transfer in writing and submit to TCU for validation and documentation within the set deadline.