ONLINE APPLICATION FOR 2024 INTER-INSTITUTIONAL TRANSFERS

The Kenya Universities and Colleges Central Placement Service (KUCCPS) portal is open for Inter-Institutional Transfer (IIT) applications. This process targets applicants placed in universities and colleges in the 2024/2025 Placement Cycle and would wish to change their institutions. IIT also allows change of courses, provided that the applicant meets the applicable cut-off points, subject to endorsement by the receiving institution.

Application Instructions

1. Log in to the Student's Portal **students.kuccps.net**.
2. Click on the "**Transfer Application**" tab on the dashboard once you have successfully logged in.
3. Enter the code of the institution and programme that you wish to transfer to.
4. Select the reason for which you are seeking the transfer.
5. Proceed to make a payment of Kshs. 1,000 following the provided payment instructions. (*Refer to the payment procedure below*.)
6. Submit your transfer application using the provided eCitizen Payment Reference Code.
7. Monitor the progress of your application for transfer through the Student's Portal.
8. Both the receiving and releasing institutions are required to endorse your application and you can monitor this through the portal. If the receiving institution declines to endorse the application for transfer, you will be notified through the portal and advised to try a different programme in either the same institution or a different one.
9. The process will move to KUCCPS after the endorsements.
10. Once the request for transfer has been approved by KUCCPS, download and print the transfer letter and submit one copy to the institution you are transferring to so that they can issue the admission letter and other joining instructions.

IIT Payment Procedure

1. On clicking the Submit button in the online application form, a pop-up will be displayed with a "**Click Here to Pay**" link. *(If you have already paid, enter the Payment Reference Code generated by eCitizen.)*

2. Click on the link and you will be redirected to a page with eCitizen payment instructions.

3. Choose your preferred payment method from the provided options and proceed to pay as provided.

4. For **M-PESA**, click on the relevant button and the payment details will be displayed including **Business Number** (**222222**), a Payment Reference Code and the required amount.

5. Use the M-Pesa Menu on your phone and make the payment following the provided instructions. Enter your **M-PESA PIN** and Send.

6. After paying, enter the eCitizen Payment Reference Code in the provided slot and click "**Submit**". *(The same Ref. Code will be required for any subsequent changes to your application; hence, you are advised to retain it.)* DO NOT use MPESA transaction code.

7. You will be required to enter your Password to complete the submission. **(Use your KUCCPS Student's Portal password)**.

8. After successful submission, you will see a flow chart on the application page for tracking your application.