



OFFICE OF THE SENIOR ASSISTANT REGISTRAR (ACADEMICS)

Internal Memorandum

From: Senior Assistant Registrar (Academics)

Date: 26th August, 2026

To: First Year Students

REF: AU/AA/SAR/CORR.35/VOL.1

SUBJECT: APPLICATION FOR CHANGE OF PROGRAMME – 2026/2027 ACADEMIC YEAR

The above subject refers.

This is to inform all first-year students who may wish to change their academic programme that applications for **Change of Programme** will be considered in accordance with the University procedures and applicable admission requirements.

Students wishing to apply for a change of programme are required to follow the steps outlined below:

1. **Confirm Eligibility for the Intended Programme:** Students should first confirm that they meet the minimum admission requirements for the programme they intend to join. This should be verified through the relevant **KUCCPS Student Portal**.
2. **Complete the Inter-Faculty Transfer Application Form:** Students who meet the requirements for the intended programme should obtain and complete the prescribed **Inter-Faculty Transfer Application Form** from the website (www.au.ac.ke) and attach a copy of their **KCSE Results Slip/Certificate**.
3. **Submission of the Application:** Duly completed application forms should be submitted to the **Office of the Dean of the School to which the student wishes to transfer** for consideration and processing.

The **deadline for submission of completed applications is Wednesday, 9th September 2026**. Students are therefore advised to submit their applications within the stipulated period.

Students are further advised that **submission of an application does not constitute approval**. A change of programme shall only take effect after the application has been duly considered and approved by KUCPS. Successful applicants will be formally notified through the appropriate University communication channels.

Students are strongly advised to make their decisions carefully before submitting their applications. There shall be **NO APPEAL or REVERSAL** of a Change of Programme request once it has been processed and approved by the University.

For any clarification regarding the application process, students are advised to consult the **Office of the Registrar (Academic Affairs)** or the relevant School.

Please take note and comply accordingly.

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SENIOR ASSISTANT REGISTRAR (ACADEMICS)

