

## **PROCEDURE FOR INTER/INTRA-FACULTY TRANSFER**

### **1. MODULE I GOVERNMENT SPONSORED STUDENTS (KCSE 2019)**

**This process is online. The portal will be activated one (1) week after Reporting, Orientation and Registration i.e. on 6<sup>th</sup> to 14<sup>th</sup> September 2020**

- Log in to student portal: smis.uonbi.ac.ke
- Click the icon Inter-Faculty transfer.
- Follow laid down instructions which include the payment of the transfer fee.

**NB:** Students who have previously benefited from Inter-University Transfer are **NOT ELIGIBLE** to apply for Inter/Intra-Faculty Transfer.

### **2. MODULE II/SELF SPONSORED STUDENTS**

- Write a letter to the Academic Registrar through:
  - i) Your Current Dean/Director
  - ii) The Dean/Director of the School/Faculty/Institute you wish to transfer to.
- Pay the prescribed fee and attach the payment receipt.
- Scan and email to your School/Faculty/Institute for processing.

**The Transfer fee is Kshs.1,000/- payable at any ABSA Bank, Account Number 030948245531, Branch Queensway.**

**The outcome of your application will be communicated fourteen (14) days after the deadline for applications.**

**The deadline for application will be 14<sup>th</sup> September 2020.**

**ACADEMIC REGISTRAR**