



KENYA METHODIST UNIVERSITY

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CROSS-CAMPUS TRANSFER CLEARANCE FORM

Instructions

1. *Fill in duplicate – Student’s File Copy and Student’s Copy*
2. *Attach letter of approval from the Registrar, Academic Affairs*
3. *Submit the duly filled forms to the Registrar, Academic Affairs (Students’ Records Office)*

SECTION A: Student’s Personal Data

Registration Number

Name of the Student

Academic Programme:

School: Department:

Year of Study (e.g. first Year):

Current Campus.....

Campus to be transferred to.....

SECTION B: To be completed by the relevant Departments/Sections

S/No.	Department	Remarks	Clearing Officer	Signature	Date
1.	Teaching				
2.	Library				
3.	Sports and Games				
4.	Finance				
5.	Registrar, AA				

SECTION C: STUDENTS RECORD OFFICE

Submission of Clearance Forms *(confirm that the file is available and has all the required documents)*

Name Signature & Date (Stamp)

NB: 1 copy to be retained by the student and be presented the campus of transfer alongside the original letter of approval