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PUBLIC NOTICE

FIRST-YEAR STUDENT TRANSFER PROCEDURES FOR THE 2024/2025 ACADEMIC YEAR

1.0 INTRODUCTION

The Tanzania Commission for Universities (TCU) wishes to inform Higher Education Institutions and students admitted to various undergraduate degree programmes for the 2024/2025 academic year that the transfer window will be open from **November 06 to 13, 2024**.

2.0 TRANSFER PROCEDURES

Transfer procedures for first-year students wishing to transfer from one university to another, either within the same or a different programme (inter-university transfer), or from one programme to another within the same institution (intra-university transfer), are as follows:

- a) Applications for transfers should be submitted in writing to the institution to which a student wishes to transfer;
- b) Student transfers from one institution to another, or between programmes within the same institution, are permissible provided that institutions comply with the following conditions:
 - i) The student requesting the transfer must be admitted to a degree programme in the current academic year;
 - ii) The programme to which the transfer is sought must have available slots to accommodate additional students; and
 - iii) The applicant must meet the minimum entry requirements for the desired degree programme.
- c) All transfers shall be processed at the receiving institution; and

- d) Receiving institutions must approve the transfer through their respective Senates/ Boards and submit the same to TCU within the set deadline.

Higher Education Institutions and admitted students are required to adhere to the established transfer procedures.

Issued by:



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