

**UNIVERSITY OF NAIROBI
FACULTY OF ARTS**

INTERNAL MEMO

FROM: DEAN FACULTY OF ARTS

DATE: 24/9/2021

TO: ALL FIRST YEAR STUDENTS FACULTY OF ARTS

**INTER/INTRA-FACULTY TRANSFERS - 2021 SUNDAY 26TH SEPTEMBER -
SUNDAY 3RD OCTOBER, 2021**

1. MODULE I GOVERNMENT SPONSORED STUDENTS (KCSE 2020)

This process is online. The portal will be activated one (1) week after Reporting, Orientation and Registration i.e. on (midnight) 26th September to 3rd October 2021

- 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.

2. MODULE II/SELF SPONSORED STUDENTS

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

The Transfer fee is Kshs.1,000/- payable at:

**ABSA PLC Bank
UoN Module Collection Account
ABSA Towers Branch
Account Number 2032770838**

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

THE DEADLINE FOR APPLICATION WILL BE 3RD OCTOBER 2021.


**PROF.E.WAHOME
DEAN, FACULTY OF ARTS**

PROCEDURE FOR INTER/INTRA -FACULTY TRANSFER

- 1. Ensure that your Fees is paid before making the Inter/Intra - Faculty Transfer request.**
- 2. Deposit Inter / Intra -Faculty Transfer Fee of Kshs. 1,000/- at any Absa PLC Kenya to the following Account Details. Branch: Absa Towers Account Name : UON Module I Collection Account Ref : put your Student Registration Number Account Number : 2032770838**
- 2. Present your deposit slip to the Cashier in Room G4 in Main Campus for Receipting. Ensure Inter-Faculty Transfer fee item appear on the Receipt.**
- 4. Place your request for the Inter / Intra -Faculty Transfer through the Student Portal. NB : Only Students who meet the Cut Off Points will be considered.**
- 5. Allow at least two weeks for Inter/Intra -Faculty Transfer processing.**
- 6. Keep checking the status of your Inter/Intra -Faculty Transfer request through the Student Portal.**
- 7. If Successful, collect your printed Inter/Intra -Faculty Transfer Letter from your current Faculty Office once the STATUS of your request is reflected as PROCESSED.**