DEPARTMENTAL/ COURSE/CLASS TRANSFER

- 1. Visit our website. www.kstvet.ac.ke
- 2. Log in your student portal
- 3. Select My Leaves & Transfer
- 4. Choose Course Transfer

	My Timetable/Schedule	Шт	IME TABLE(CLASS)	> VIEW Q					
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	Units/Session Registration		CODE	COURSE(UNIT)	- 9	SCHEDULE	LECTURE(S)		
۷	Exams Results						Page 1	Rows per page	5
16	VRoom Lecture Hall								
B	My Fees								
•	My Attachment								
P	Hostel & Catering								
0	My Leaves & Transfers								
	My Academic Leave								
	My Course Transfer								

- 5. On course transfer menu select **NEW**
- 7. Select your department (e.g. information studies)
- 8. Select program to choose the one with e.g 2024 SEPT-CBT.
- 9. Choose the correct class
- 10. State the reason (e.g. The class was split).
- 11. Finally click save.