

## **DEPARTMENTAL/ COURSE/CLASS TRANSFER**

1. Visit our website. [www.kstvet.ac.ke](http://www.kstvet.ac.ke)
2. Log in your **student portal**
3. Select **My Leaves & Transfer**
4. Choose **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.