

Tanzania Commission for Universities



Transfer Procedures

1. Introduction

TCU had been experiencing a number of applicants seeking transfer after the announcement of selection results. Due to that reason, TCU hereby announces transfer procedures as follow:

2. How to Transfer

- i) Selected applicants who wish to transfer from one institution to another will be required to send their applications to TCU by filling application form available on TCU website basing on the available slots on TCU website and send it via email: admission@tcu.go.tz.
- ii) TCU will process their applications basing on requirements and available slots.
- iii) The successful applicants will be notified by TCU via their mobile numbers so as to pay the transfer fee of T.Sh. 30,000/-
- iv) TCU will then re-allocate them to respective programmes/institutions.
- v) The list of transferred applicants will then be posted on TCU website.

3. Transfer fee

- i) There will be a transfer fee of **Tsh. 30,000/-** for applicants who will be transferred. **Only successful applicants** will be required to pay the transfer fee **after receiving notification via mobile numbers** informing them their transfer applications have been accepted.
- ii) The transfer fee will be paid via TCU account numbers:
 - a) CRDB 01J1026795702
 - b) CBA (Commercial Bank of Africa) 115600100015
- iii) After paying the transfer fee they will be required to **scan and send** their pay in slip to TCU through the email: admission@tcu.go.tz those in Dar es salaam they may submit their pay in slips physically at TCU, admission offices.

4. Transfer within Institutions

However for the transfer within the institutions for applicants who wish to transfer from one programme to another, institutions will be allowed to

process them and submit the lists of transferred applicants in the **third week after opening of institutions.**

5. When to apply for transfer

Applications for transfer will be opened from Monday, 29th September 2014 to 10th October 2014.

6. Deadline

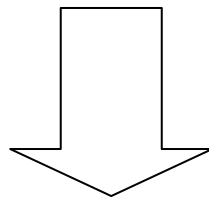
Deadline for all applications will be on **10th October 2014.** Applications which will be sent after this date will **not be considered.**

Issued by

Executive Secretary

TCU

24th September 2014.



**Download and Print the transfer Form
below**

Tanzania Commission for Universities



Transfer Application Form

Name of Applicant: Date:
.....

Category of Applicant: (eg. Form VI, Foreign certificate
etc).....

O-level Index Number: Year of completion.....

Other O level Sitting: Year of completion
.....

A-level index Number: Year of
completion.....

Other A Level Sitting: Year of completion
.....

Telephone Number.....Email:
.....

Physical Address:
.....

Request to **transfer from:** (Name of University)
..... Name of selected Programme
.....

Programme Code:.....

Transfer to (Name of preferred
university)..... Name of Preferred
Programme.....

programme code:

For official use only

Final outcome
Date:

Name of Officer: Signature: