Steps on how to apply for credit transfer on the student portal

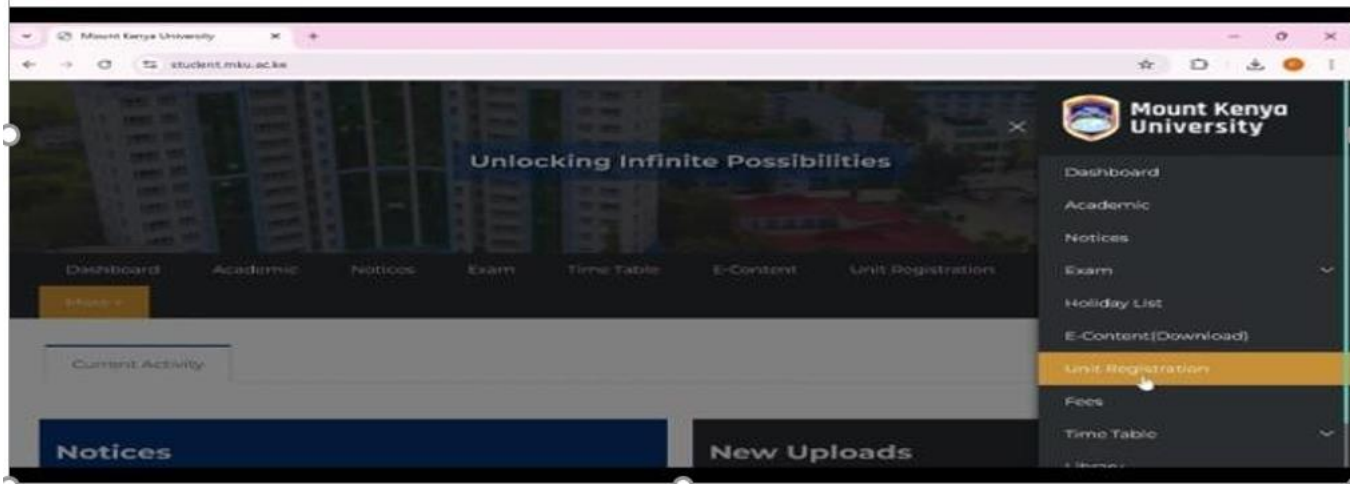
1. Login to the student portal

Open your web browser and go to login.mku.ac.ke. Enter your student registration number and password in the appropriate fields. Click the "LOGIN" button to access your student dashboard.



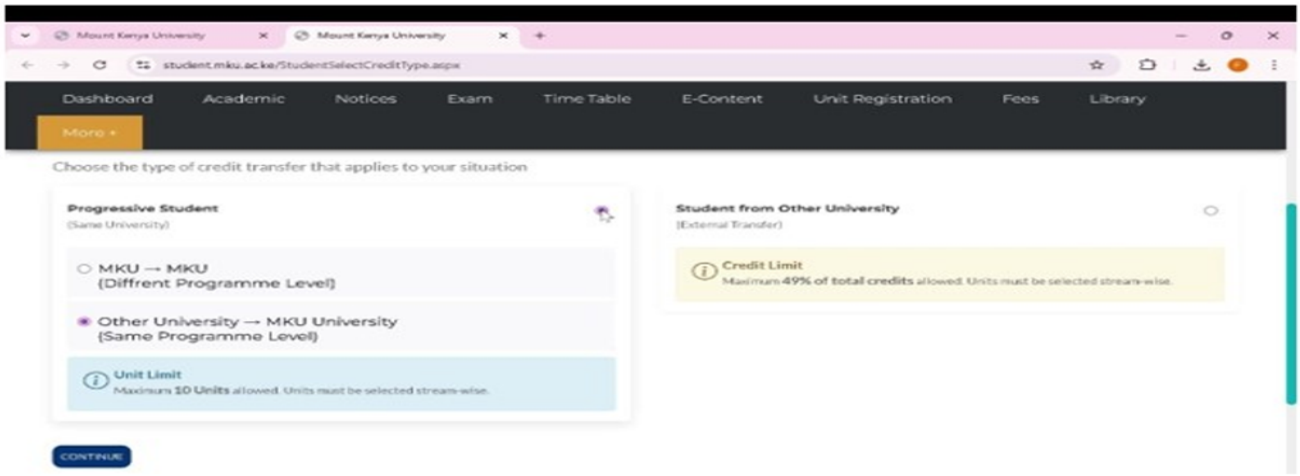
2. Navigate to credit transfer request

From your student dashboard, locate the navigation bar. Click on the **More +** dropdown menu on the left or use the menu on the right. Select **Credit Transfer Request** to open the credit transfer application workflow.



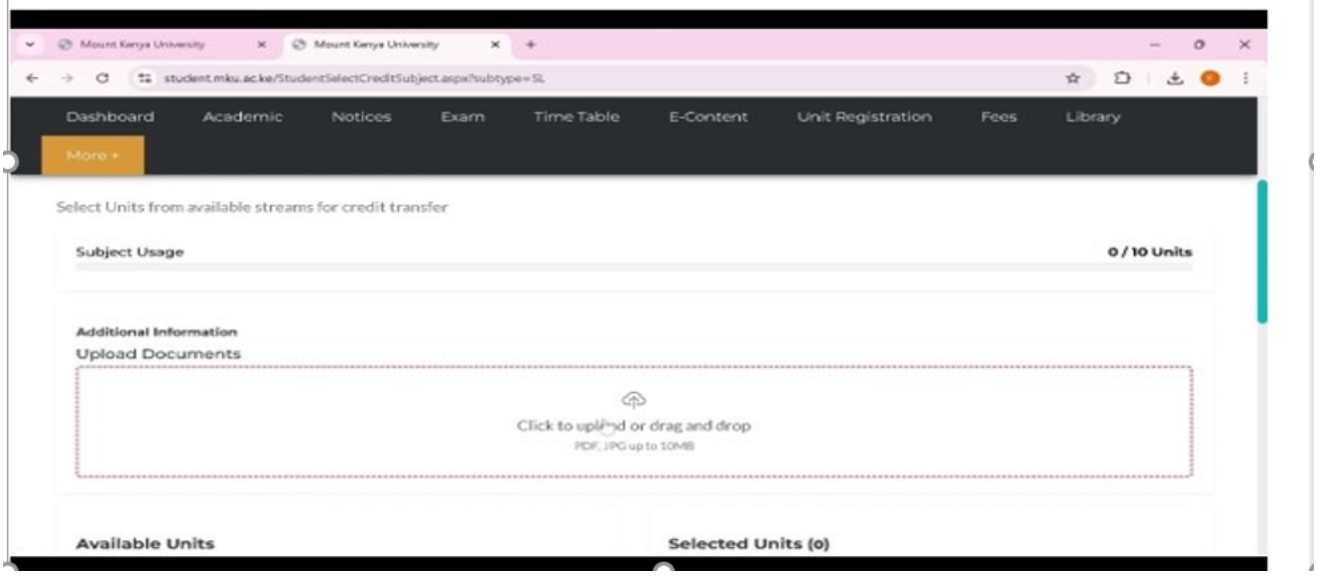
3. Choose your transfer pathway

Select the credit transfer option that matches your situation, such as “Progressive Student (Same University)” or “Other University → MKU University (Same Programme Level)”.
If you are upgrading from MKU to MKU, select the “MKU → MKU (Different Programme Level)” radio button.
Carefully review the unit limits displayed for your chosen pathway. Once confirmed, click “CONTINUE” to proceed.



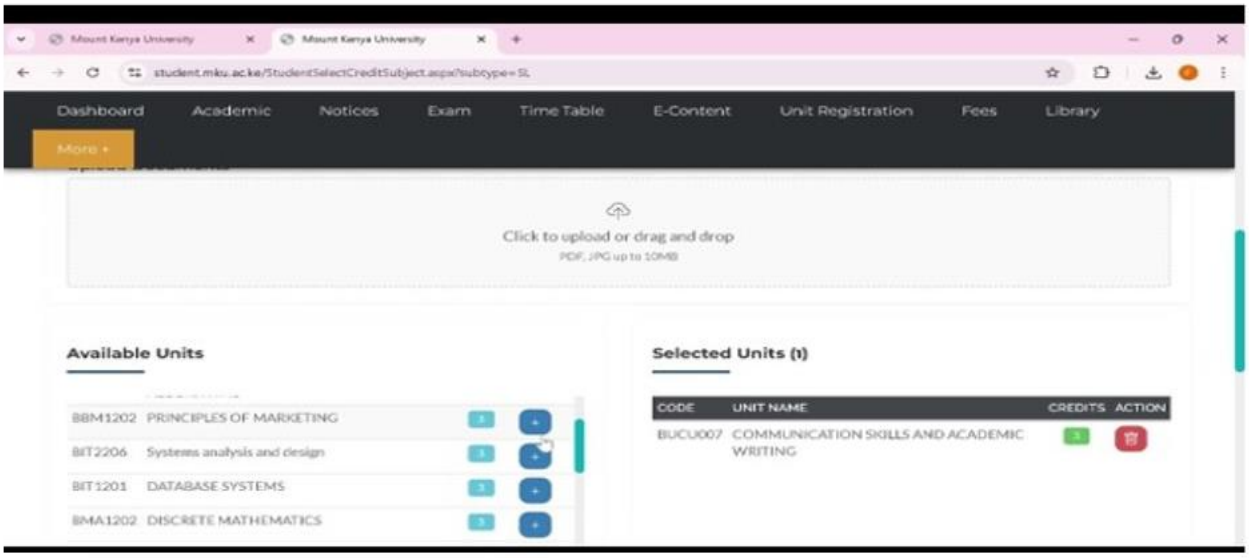
4. Uploading supporting documents.

In the "Additional Information" section, upload your required supporting documents, such as academic transcripts and a course completion letter. Ensure each file is in PDF or JPG format and does not exceed 10MB in size before uploading.



5. Select units to transfer.

Browse the "Available Units" table and identify the course units you wish to transfer. For each unit, click the green "+" icon to move it to the "Selected Units" panel, ensuring all desired units are included in your application.



6. Submit your application.

Scroll down to the "Remarks" box and enter any additional notes if necessary. When you are ready, click the "SUBMIT REQUEST" button to finalize and send your credit transfer applicatio for review.

