



ANNOUNCEMENT OF APPLICATION FOR INTERNAL TRANSFER OF STUDENTS FOR THE 2019/2020 ACADEMIC YEAR

The University of Dodoma (UDOM) would like to inform first year students who are interested to transfer into another programme that the following conditions must be taken into consideration:-

1. A medical report confirming that a particular student is unable to pursue the current study programme for medical reasons (e.g. a specific disability)
2. Written demand by an employer/sponsor (in this case, an **organization** - government or non-government) supported by a non-refundable application fee of TZS **50,000/=**;
3. Lack of qualifications/placement of a student in a programme that is not relevant to a student's specialization.

NB:

- i) Except for the **three (3)** conditions above, **NO** internal transfer requests shall be lodged by students sponsored by the Higher Education Students' Loan Board (HESLB) or parents/guardians.
- ii) The qualifications of a student seeking internal transfer **MUST** be equal to or higher than the minimum qualifications of the students admitted into a programme in which a student requests to be transferred to.

To accomplish the exercise please follow the following steps:

1. Visit the UDOM website (www.udom.ac.tz).
2. Download the application form for internal transfer.
3. Fill the application form and submit to the respective College to which the transfer is sought for further action.

TRANSFER SCHEDULE

S/N	ACTIVITY	RESPONSIBLE	DATE
1.	Transfer window	Students, Colleges and DUS	5 th - 15 th November,2019
2.	Submission of transfer requests from Colleges to Central Administration for verification ,compilation and approval	Colleges, DUS and DVC -ARC	16 th November, 2019
3.	Submission of transfers to TCU	DUS	18 th - 30 th November, 2019
4.	Feedback on approved Transfers	TCU	7 th , December,2019
5.	Feedback on approved Transfers Requests to students	DUS	8 th ,December,2+019

ISSUED BY
OFFICE OF THE DEPUTY VICE CHANCELLOR
ACADEMIC, RESEARCH AND CONSULTANCY