

# REPUBLIC OF KENYA




## TEACHERS SERVICE COMMISSION

### APPLICATION FOR TRANSFER

(To be completed in TRIPLICATE by a teacher applying for inter-County/Intra-County transfer .  
Complete one copy only for transfer within Sub-County.)

1. Full name .....  
(BLOCK CAPITALS, SURNAME FIRST)
2. TSC No. ....Mobile No.....Email .....
3. Teaching Subjects .....
4. Job Group .....
5. Current Station .....
- Sub-County ..... County .....
- Length of stay at the present school .....
- Length of stay in the same Sub-County .....
6. Present assignment .....
7. Institution to which transfer is requested for.....  
    Sub-County..... County .....
8. When is transfer required.....
9. Reason for transfer .....
- .....
- .....
- Name.....
- Signature .....
- Date .....
10. Head of institution's recommendation .....
- .....
- .....

Official Stamp  


Name .....  
 TSC No. ....  
 Signature .....  
 Date .....

11. Recommendation by TSC County Director/Staffing Officer for transfer outside the County/Sub-County:

.....  
 .....

Name.....  
 TSC No.....  
 Designation.....  
 Signature.....  
 Date .....

12. Decision by the TSC-CD  
 (For internal transfers within County/Sub-County)

(a) Approved From .....school to  
 .....School with effect from  
 .....

(b) Not Approved  
 Official Stamp



Name .....  
 Signature of TSC-CD/DSO .....  
 TSC No. ....  
 Date .....

**NOTES FOR APPLICANTS**

1. All relevant sections of this form must be completed in full.
2. Applications should be completed in **TRIPLICATE**. Two (2) of these copies should be forwarded to the County Director/Staffing Officer through the head of the institution for recommendation, and distribution as follows:
  - (i) Original to the Teachers Service Commission.
  - (ii) Copy to TSC County Director/Staffing Officer.
3. No teacher shall move from one station to another before he/she receives a letter of transfer from the Commission/TSC County Director/Staffing Officer.
4. A teacher’s transfer request may not be considered until he/she has served in a station he/she is assigned to teach for a period not less than five years, except under conditions specified in regulation 27 (2) of the Code of Regulations for Teachers.

