Procedure for creating an account and downloading your Admission Letter/Inter-University Transfer Letters and other documents

1. Open the link <u>https://application.kibu.ac.ke</u> and follow the instructions as highlighted on this document

IF you don't follow the instruction the system will lead to you to PSSP student portal instead of KUUCPS



2. Click on create account. The window below will open.

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3. Key in your Surname, other names, and your personal email address

## 4. YOU MUST CLICK ON KUCCPS STUDENT CHECK BOX AND ENTER ANY OF THE FOLLOWING

KCSE Index No eg 0000000/2022 or KUCCPS Email used during KUCCPS registration or National ID<mark>.</mark> Note index number preferred.

| ~     | KUCCPS Student                               |
|-------|--|
| Enter | KUCCPS Email or KCSE Index No or National ID |
| 000   | 00000/2022                                   |

- 5. Select and enter a password of your choice
- 6. Reenter the same password to confirm
- 7. Click on signup

## Logging in

1. Click on the link <u>https://application.kibu.ac.ke/</u> and the following window appears:



2. Click on log in and the following is displayed:

|  | Welcome to Kitualii University          |
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|  | ● Forgot password?                      |

3. Key in your email address used when creating account and password then log in The following is displayed:

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- 4. Click on admission letter to download
- 5. Download all admission documents
- 6. Fill admission documents KIBU 1, KIBU 2, KIBU 3 and KIBU 4.
- 7. Once done, scan and upload them under my documents/uploaded documents

## NB: Only the following documents should be uploaded

- I. KIBU I
- II. KIBU 2
- III. KIBU 3
- IV. KIBU 4