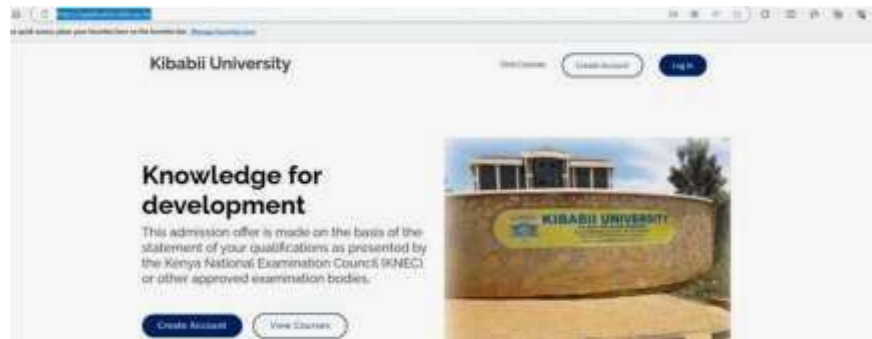# Procedure for creating an account and **downloading your Admission Letter/Inter-University Transfer Letters and other documents**

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

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

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

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 00000000/2022 or KUCCPS Email used during KUCCPS registration or National ID. Note index number preferred.

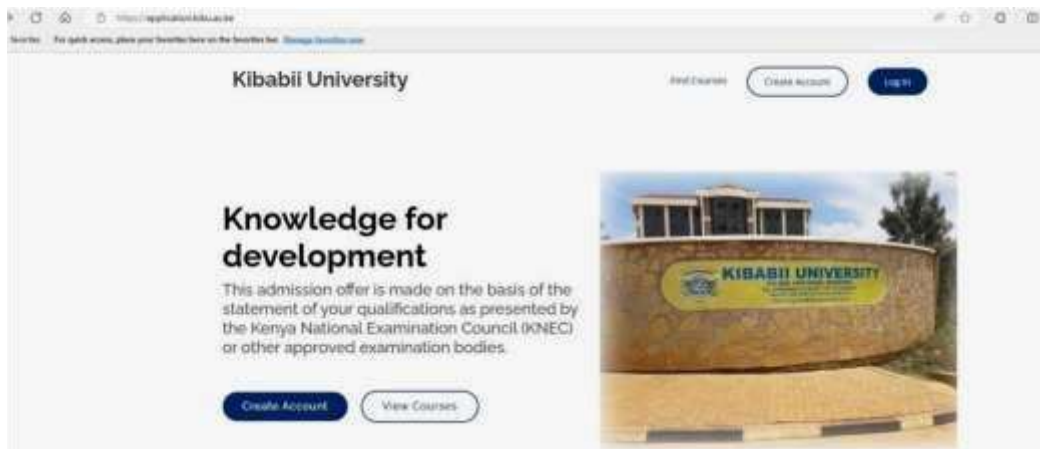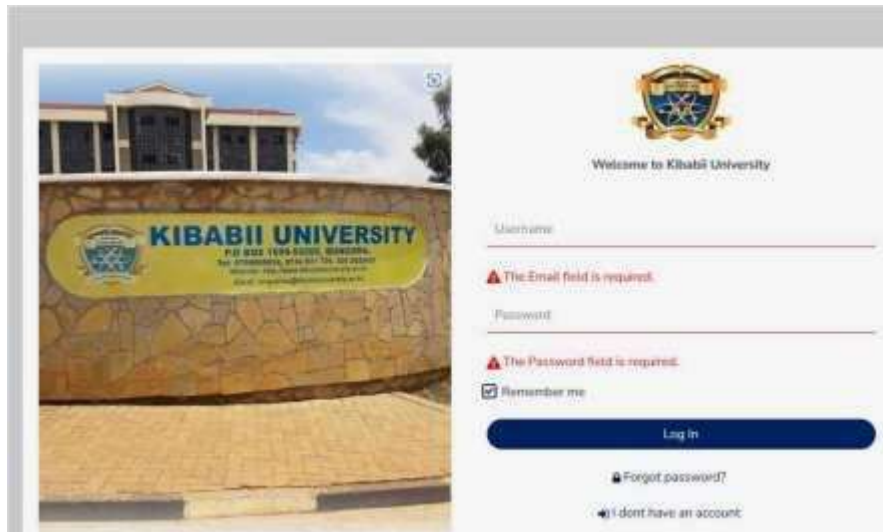5. Select and enter a password of your choice
6. Reenter the same password to confirm
7. Click on **signup**

Logging in

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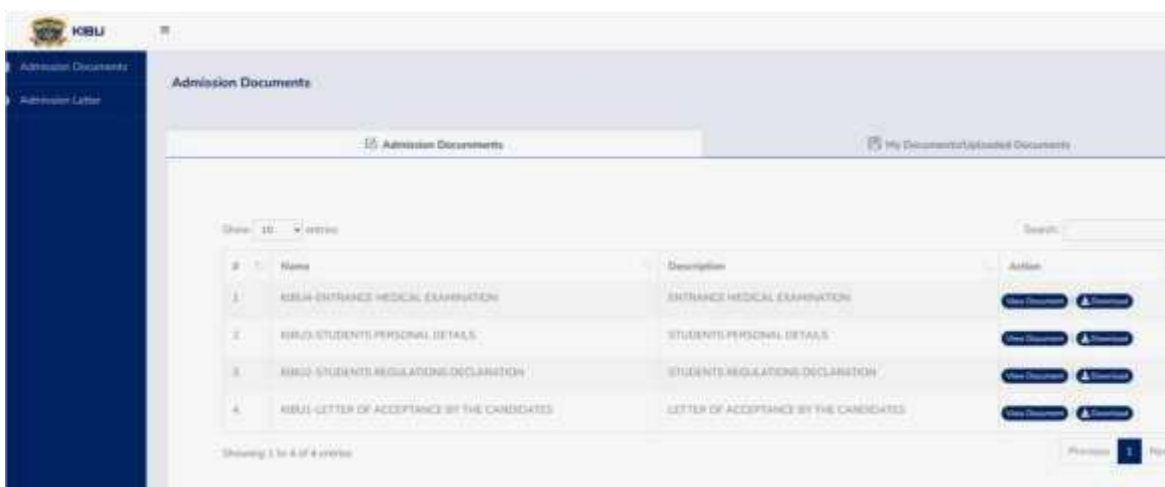

2. Click on log in and the following is displayed:

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

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 1

     II.   KIBU 2

   III.   KIBU 3

   IV.   KIBU 4