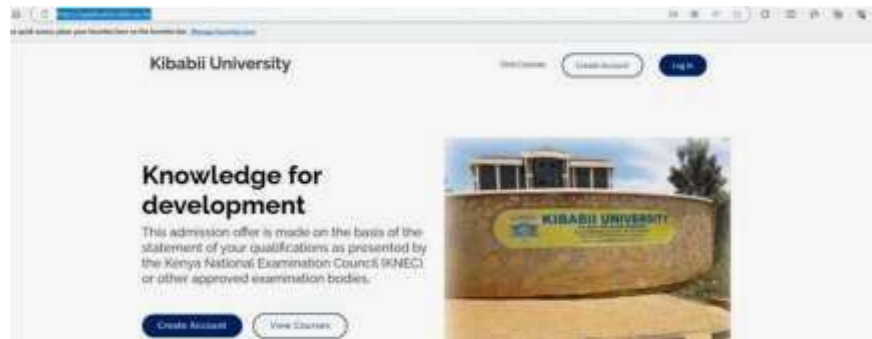


## Procedure for creating an account and **downloading your Admission Letter/Inter-University Transfer Letters and other documents**

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

**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.

A screenshot of the Kibabii University registration form. The form is titled 'Register' and includes a university logo. The registration fields are: Surname, Other names, Email address, a checkbox for 'KUUCPS-Student', ACCE index No., Select Identification document (a dropdown menu), Identification document number, Password, and Confirm Password. A 'Sign Up' button is located at the bottom right of the form. On the left side of the form, there is a large image of a university building with a sign that reads 'KIBABII UNIVERS' and 'P.O. BOX 1690-80205, SUNGOMA, TEL: 010-690324, 0194 811 700, 010-690324, Email: registrar@kibabii.ac.ke'.

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.**



KUCCPS Student

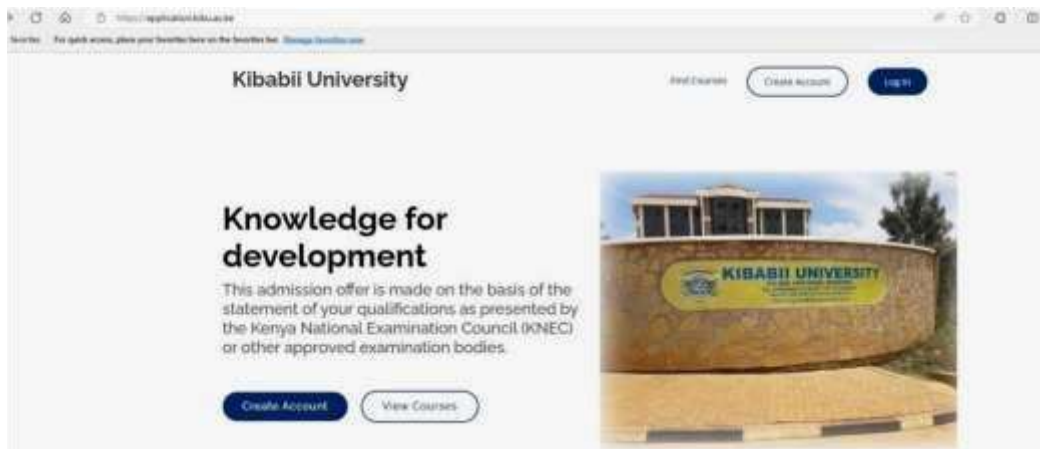
Enter KUCCPS Email or KCSE Index No or National ID

000000000/2022

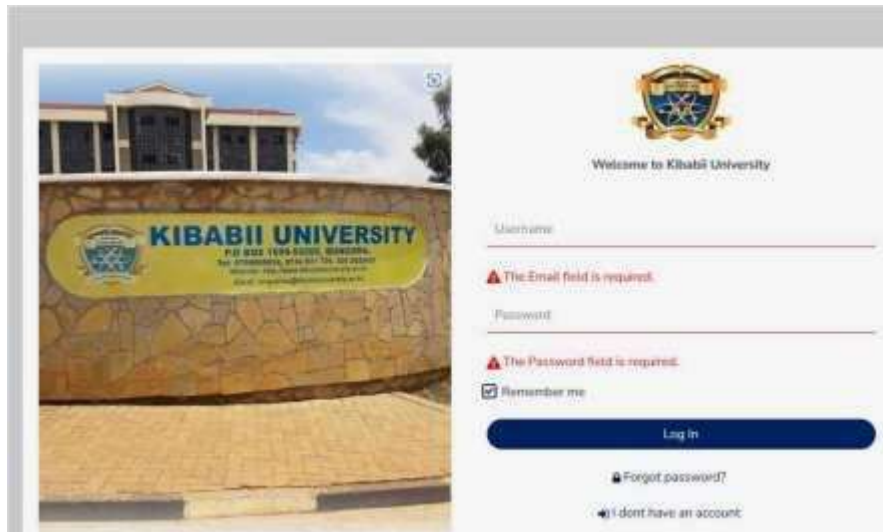
5. Select and enter a password of your choice
6. Reenter the same password to confirm
7. Click on **signup**

### Logging in

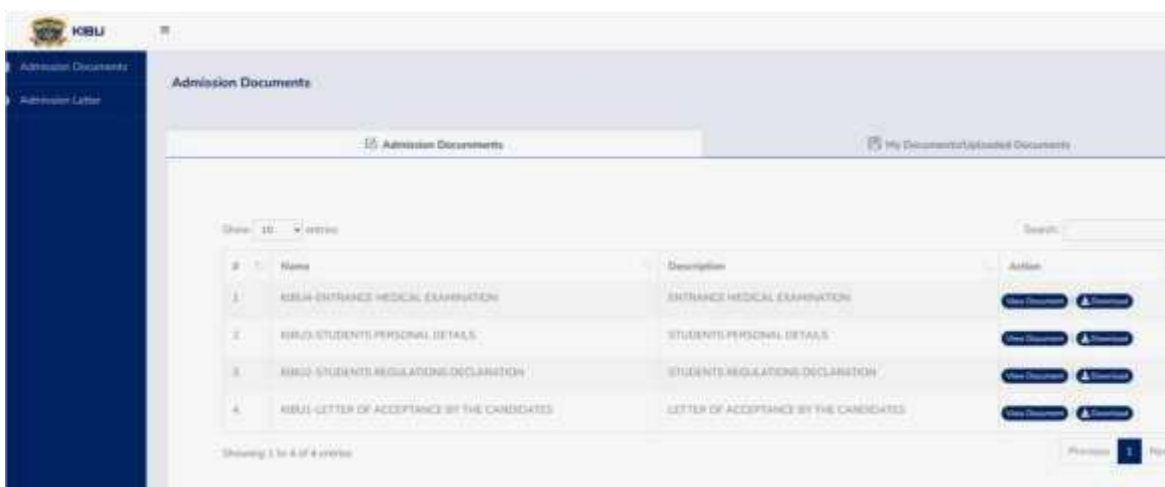
1. Click on the link <https://application.kibu.ac.ke/> and the following window appears:



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