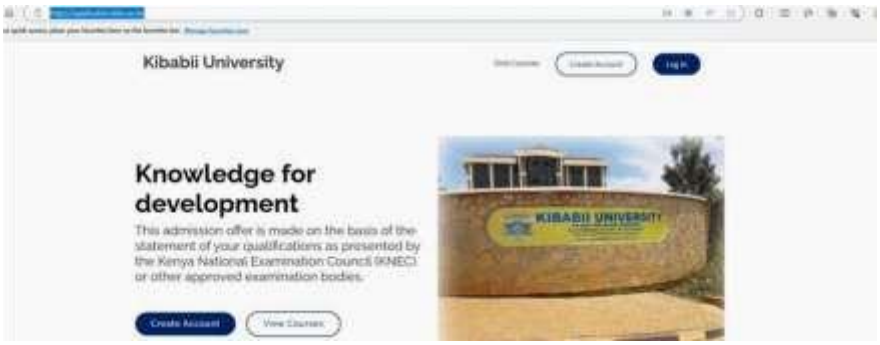
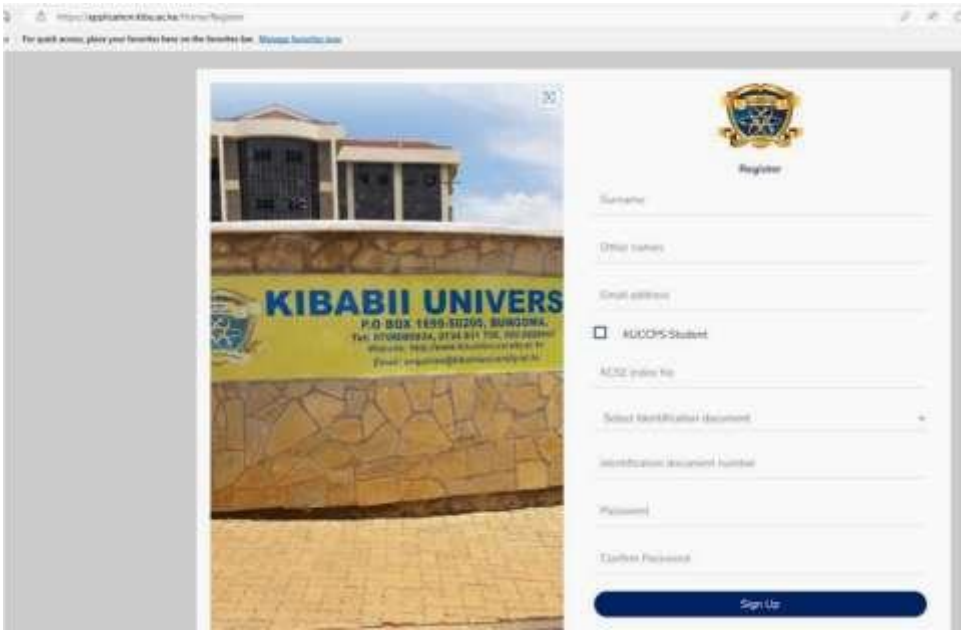
Procedure to create an account and **download admission letter/Inter-University Transfer Admission Letters and other documents**

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

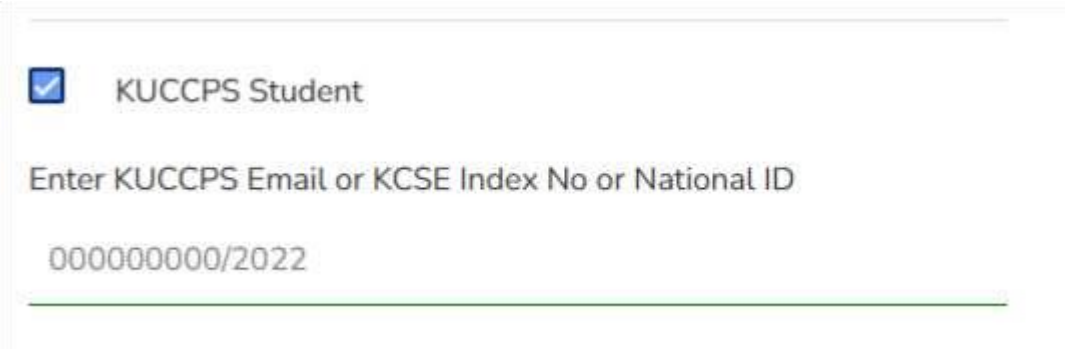


2. Click on create account and the below window opens



3. Key in your sir name, other names and your personal email address
4. **YOU MUST CLICK ON KUCCPS STUDENT CHECK BOX AND ENTER ANY OF THE FOLLOWING**

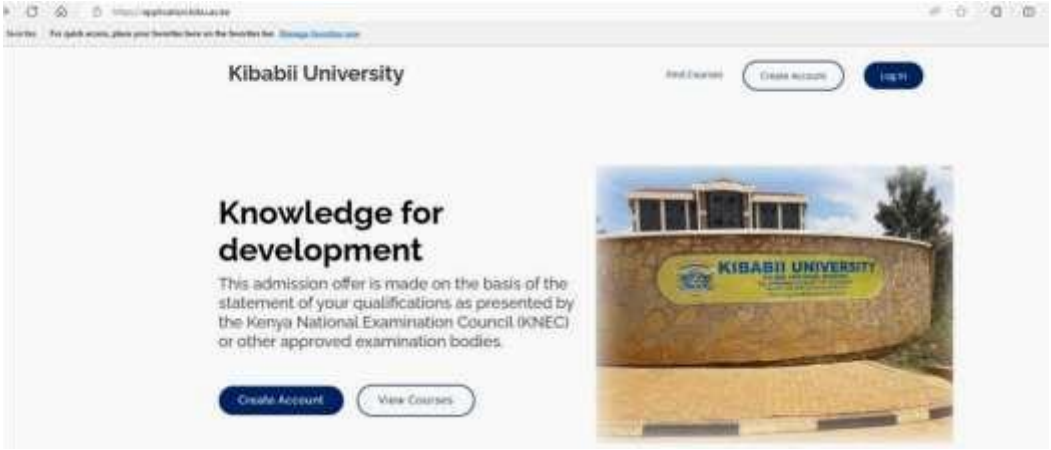
KCSE Index No eg 00000000/2022 or KUCCPS Email used during kuccps registration or National ID. Note index number preferred.



5. Enter password you will be using
6. Reenter the same password to confirm
7. Click signup

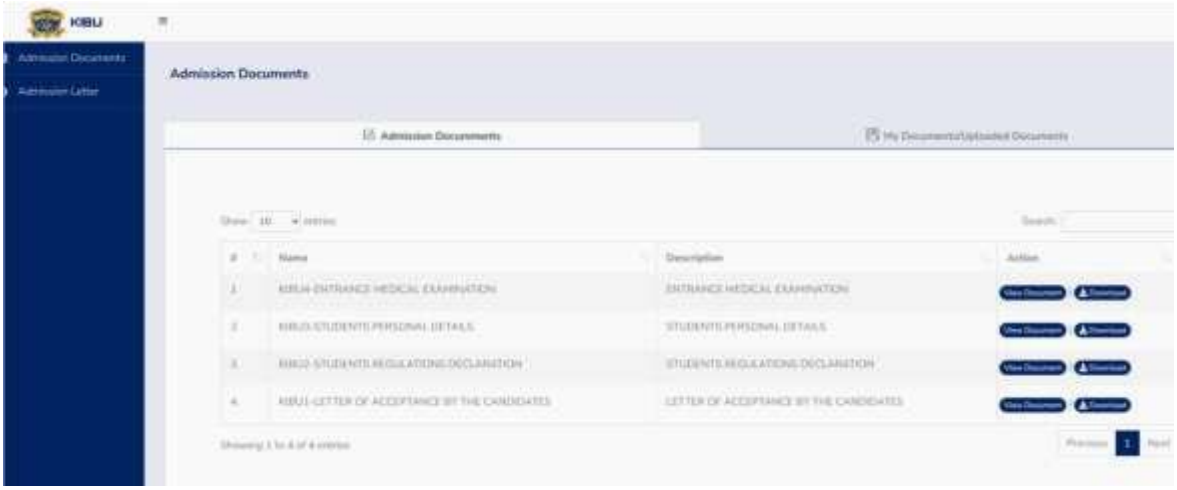
Logging in

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



2. Click 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 KIBU1, KIBU 2, KIBU 3 and KIBU 4.
7. Once done scan and upload them under **my documents/uploaded documents**

   Only the following documents should be uploaded

   I. KIBU1

   II. KIBU 2 **III.** KIBU 3

   IV. KIBU 4