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:1089</u> and follow the instructions as highlighted on this document



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

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		Register
		Surname
	4	Other names
		Email address
		Enter KUCCPS Email or KCSE Index No or National ID
		KUCCPS Email/KCSE Index NO/National ID
	LIBRATE	Password
		Confirm Password
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- 3. Key in your Surname, other names, and your personal email address
- 4. KCSE Index No eg 0000000/2023 or 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 <u>https://application.kibu.ac.ke:1089</u> and the following window appears:



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

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	401 dont have an account

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, KIBU 4 and KIBU-ACA-F-015.
- 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
- V. KIBU-ACA-F-015
- VI. ADMISSION LETTER
- VII. SCANNED KCSE AND KCPE CERTIFICATE OR RESULT SLIP
- VIII. ID OR PASSPORT