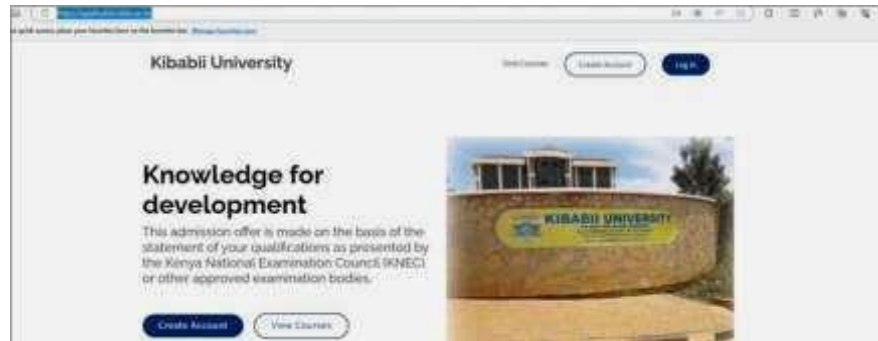


Procedure for creating an account and **downloading your Admission Letter/Inter-University Transfer Letters and other documents**

1. Open the link <https://application.kibu.ac.ke:1089> and follow the instructions as highlighted on this document



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

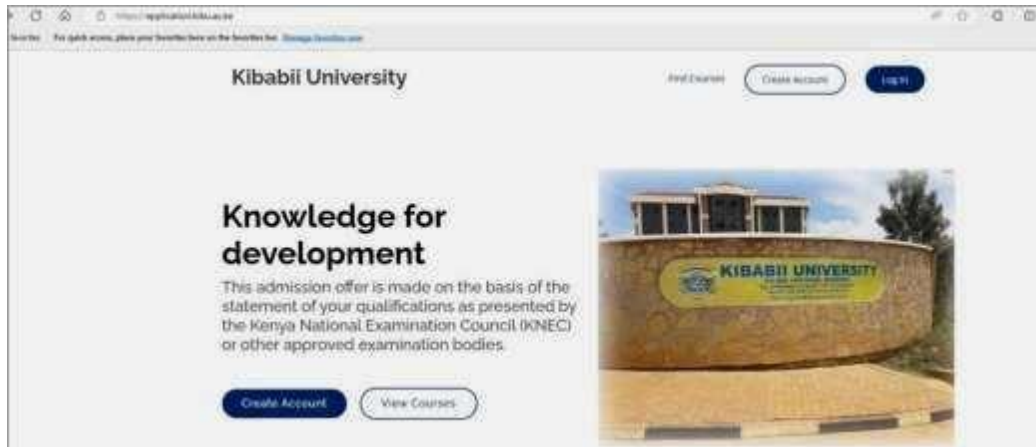
The image shows the registration form on the application portal. The browser address bar shows 'application.kibu.ac.ke:1089/Home/Register'. The form is titled 'Register' and features the university's logo. It includes input fields for Surname, Other names, Email address, and a field for 'Enter KUCCPS Email or KCSE Index No or National ID'. Below these are fields for Password and Confirm Password. A 'Sign Up' button is at the bottom, along with links for 'Already have an account?' and 'I have an account'.

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

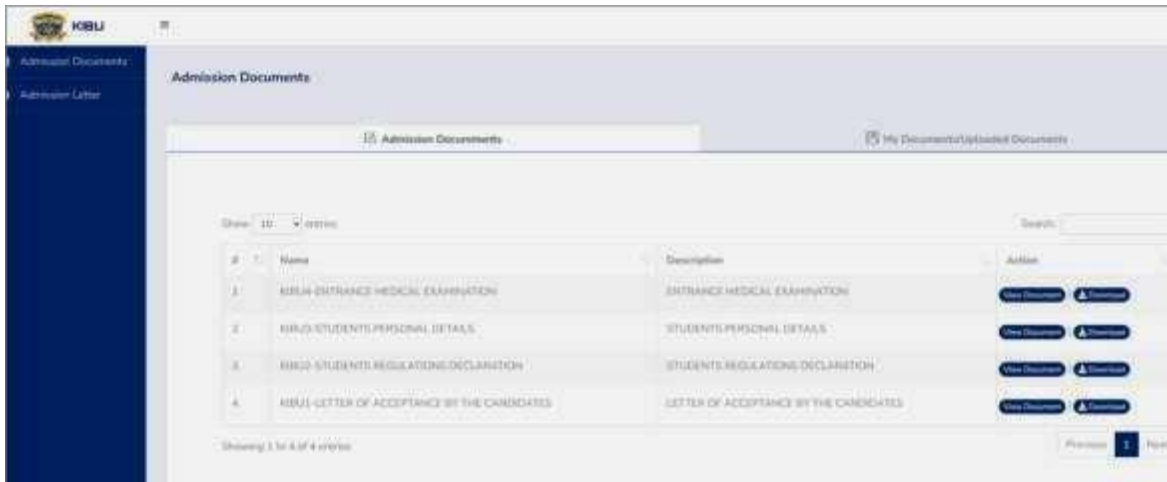
1. Click on the link <https://application.kibu.ac.ke:1089> and the following window appears:



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, 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 1
- 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