## 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</u> and follow the instructions as highlighted on this document
- 2. Click on create account. The window below will open.



- 3. Key in your Surname, other names, and your personal email address
- 4. Under are you a KUCCPS student select yes
- 5. KCSE Index No eg 0000000/2024 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
- 8. Once signed in you will be able to print admission letter and admission documents as shown

← C ⋒ ⓑ https://application.kibu.ac.ke/IntakeApplications/AdmissionLetterDownload					
D Import favorites For quick access, place your favorites here on the favorites bar. Manage favorites now					
	KIB	SU .	≡		
	Application pro	ofile	A	dmission Lette	r
8	Admission Doc	uments	Principal	Print Do	wntoad
Ľ	Fee payment Le	etter	NONSSIUN DOCU	ments	
R	Admission Lette	er			
			SChur Find A	JANSGUN	KIBABII UNIVERSITY
			LETTER		20. BOX 1699 - 50200, TEL: +020-2028660/0708-085934/0734-831729,, Email: enquiries@kibu.ac Web: www.kibu.ac.ke
					OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS
				REP: BALLOSUL725 KCSE INDEX: 2350-22	Thursday, July 3, 2025
		RE: ADMISSION INTO KIBA	BII UNIVERSITY – 2025/2026 ACADEMIC YEAR		

Note: Fee payment letter will be ready once you apply for scholarship and HELB loan and awarded

Remember to keep login details for further communication.