










GUIDELINE / ATTACHMENTS / CHECKLIST OF HOSTEL ADMISSION FORM

S. No.	Summary of requirement		Check List	
1	02 Photographs	<ul style="list-style-type: none"> 1x1inch size(with blue or white background) 		
2	Photocopy of CNIC/ Passport	<ul style="list-style-type: none"> Clear Photocopy of CNIC (in case of Pakistani Student) Passport (first three pages, in case of foreigner's) 		
3	Visitor CNIC copy & Picture	<ul style="list-style-type: none"> Picture & CNIC copy of visitor must be attached & male visitor should be with blood relation 		
4	CNIC copy of Parents	<ul style="list-style-type: none"> Copy of CNIC of Parents must be attached 		
5	Photocopy of Course Registration Form	<ul style="list-style-type: none"> Copy of complete course registration form of current semester (duly verified from HOD/ Dean concerned). 		
6	Photocopy of Paid Challan Slip of the Semester fee	<ul style="list-style-type: none"> Photocopy of paid University fee. 		
7	Original Copy of Hostel Fee Challan Slip and Security Challan Slip	<ul style="list-style-type: none"> Go to the Fee Section of the University Admin Block & get the printed Fee Challan for the required hostel fee / security charges etc. Go to the Allied Bank near Female International Café of IIU and deposit the required hostel charges as per fee challan issued by the Fee Section of IIU. Attach Original Academic paid challan of Hostel Fee with the hostel admission form. 		
8	Attached Undertaking on Stamp Paper	<ul style="list-style-type: none"> Specimen of Undertaking is available on the website, fulfill the requirements of that undertaking on judicial stamp paper and attach it with hostel admission form. <p>(You may also get the Undertaking Form from reception of Female Admin Block)</p>		
9	Verification of Form	<ul style="list-style-type: none"> Verify the hostel form from your HOD (Head of Dept.) 		

•After completing all formalities, submit the form in Provost Office (Window No. 01). The processing time of seat allotment is 24hrs; you may get your allotment slip on next day at 10:00am from same window.

•You are instructed to occupy the allotted seat within two days after receiving allotment slip, otherwise seat shall stand cancelled.

INTERNATIONAL ISLAMIC UNIVERSITY
ISLAMABAD-PAKISTAN
(Office of the Provost Female Hostels)



Tracker ID

Sign. of Official receiving with Date.....

ADMISSION IN HOSTEL SEMESTER (FALL/SPRING)

Name (In block Letters)

Father's Name

Registration No. (Complete).....- / /

02 Photos of Student

(1X1) inch size

Paste with Gum

Deptt. /Faculty..... **Program: Morning** **Evening**

Permanent Address:

Temporary Address:

District **Province** **Nationality:**

D.O.B: ____ - ____ - ____ **Student N.I.C/Passport No.**

Student Contact No...... **Student Email Address:**

Previous Allotment (if any): Room No. ____ Seat ____ Hostel.....

Doing Job: Yes ☐ No ☐

***Parental Details (CNIC copy of Parents must be attached)**

Father's Name: **Contact No.**

CNIC No. **Address:**

Mother's Name: **Contact No.**

CNIC No. **Address:**

She is entitled for hostel accommodation **Yes/No**

She has registered the courses for the current semester.

Verified by Chairperson/ HOD

Sign & Stamp.....

Date

Fee Detail:

Important instructions (must be followed)

I Hostel Fee will not be deposited until it is permitted by the Provost Office. Before depositing fee the student must show original CNIC card in case of Pakistani Student and Original Passport in case of foreigner/overseas and Pakistani overseas who got admission on paper qualification basis.

- i. Hostel seat will not be allowed in case of non-submission of tuition fee.

	Amount	Date	Bank Challan No.
** University Fee			
** Hostel Dues			

***Above mentioned columns should be filled by student*

Signature of Provost_____

In case of Exemption in Hostel Dues only

- i. She is exempted from hostel dues **Yes** ☐ **No** ☐
- ii. She is exempted from university dues **Yes** ☐ **No** ☐
- iii. She is being sponsored by_____
- (Mention the name of institute/company)

- **Signature of Asstt. Director(Fee)**_____
- **Signature of Dy. Director/Addl. Director(Academics)**_____

*Visitor Details (Picture & CNIC copy of visitor must be attached & visitor should be male with blood relation)

- | | |
|---------------------------------|--------------------------------------|
| ▪ Visitor Name _____ | ▪ Contact No. _____ |
| ▪ Visitor CNIC No. _____ | ▪ Relation with visitor _____ |

Attach CNIC Photocopy of visitor

Paste Picture of Visitor

Attachments

(i) 02 Photographs (1x1 inch size), **(ii)** Photocopy of CNIC/Passport (first three pages, in case of foreigner's), **(iii)** Photocopy of Course Registration Form of Current Semester. **(iv)** Photocopy of Paid Challan Slip of the Semester fee and **(v)** Original Copy of Hostel Fee Challan Slip and Security Challan Slip **(vi)** Attach One visitor details (with picture & copy of CNIC) **(vii)** Attach CNIC photocopies of Parents **(viii)** Attached Undertaking on Stamp Paper.(specimen available on web)