

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD
PROVOST OFFICE MENS' HOSTELS

ID NO. _____



HOSTEL SEAT RENEWAL FORM
FOR THE SEMESTER SPRING-2015

Attach with
stapler
latest 1x1
inch size
Photo here

Name (In Block letters) _____ Reg. No. _____

Father's Name _____ Date of Birth _____

Nationality _____ N.I.C./Passport No. _____ Contact No. _____

Room Detail. Occupied Room No. _____ Seat _____ Hostel _____ Emergency Contact _____

Permanent Address _____

Courses Registration Detail

Degree Level: _____ No. of Courses _____ No. of Credit Hours _____

Signature of Student

In case of Exemption in Hostel Dues only

He is being sponsored by _____
(mention the name of agency)

Sign & stamp

Asstt. Director/Dy. Director (Fee Section) _____

Sign & stamp

Addl. Director (Academics) _____

Mess Bill Clearance

Verified

Hostel Clerk (Sign. & Stamp)

R.H.T. (Sign. & Stamp)

**All terms and conditions contained in the hostel admission form already signed by the student shall remain enforced.

IMPORTANT ATTACHMENTS

Before submitting the renewal form please tick mark following check list to ensure that the requisite/demanded documents are attached. Incomplete form shall not be entertained

S. No.	Requirements	Tick Mark
i.	Course Registration Form in current semester duly signed by HOD/Dean concerned	<input type="checkbox"/>
ii.	Photocopy of Paid challan slip of the semester fee	<input type="checkbox"/>
iii.	Printed Paid challan slip of hostel fee (issued by Fee Section)	<input type="checkbox"/>
iv.	Photocopy of CNIC, University Card and Original Hostel Card	<input type="checkbox"/>

For official use only

Room No.- Seat	Type of Room	Hostel/Block	Remarks

RECEIPT

Form Received by _____ Date _____ Time _____

Signature & Stamp _____

Paste with
gum latest
1x1 inch
size Photo
here

*** This receipt will be valid only till the issuance of hostel card and must be returned to hostel clerk at the time of collection of Hostel Card

GUIDELINES TO BE FOLLOWED

First Step

- Download the Renewal form from IIU Website and fill it up.
- Go to the Fee Section of the University, Admn. Block Basement, and get the printed fee challan for the required hostel fee
- Go to the Bank adjacent to the Main Gate and deposit the hostel fee as per fee challan issued by the Fee section of IIU.

Second Step

- Go to the respective Hostel Clerk and RHT for clearance of hostel dues and get their signatures on the prescribed downloaded renewal form.
- Attach the copy of course registration form for the current semester duly signed by program coordinator.
- Attach the old original hostel card along with the renewal form and also mention ID No. on the form.
- Attach the copy of paid semester fee challan and hostel fee paid challan

Third Step

- Please ensure that the requisite documents as per the check list on the renewal form are attached and tick mark the documents to be attached on the Hostel Renewal Form.
- Submit the duly filled in renewal form along with the requisite attached documents in the Provost Office at backside window earmarked for the purpose.
- Renewal hostel cards will be forwarded to respective hostel clerk and boarder can collect the card after handing over the receipt issued by the provost office