

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD
PROVOST OFFICE MENS' HOSTELS

ID NO. _____

HOSTEL SEAT RENEWAL FORM

FALL/SPRING _____

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

Valid Contact No. _____ Valid Email. _____

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

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) _____

It is verified that Mess Bill is cleared & student is actually residing on his hostel seat

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.

For official use only

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

(INSTRUCTIONS/GUIDELINES OVERLEAF)

INSTRUCTIONS/GUIDELINES TO BE FOLLOWED

First Step

- Open the Link www.iiu.edu.pk/hostel and apply online for hostel seat renewal and get print of the challan for hostel fee and deposit in designated bank.

Second Step

- Following documents are to be attached
 - i. Printed Paid challan slip of hostel fee (available after registration in IIU Web portal)
 - ii. Photocopy of Paid challan slip of the semester fee
 - iii. Original Hostel Card
 - iv. Photocopy of CNIC
 - v. Photocopy of University Card

Third Step

1. Please ensure that the required documents are attached.
2. Attached documents are to be marked on below check list.
3. Duly filled form is to be submitted to concerned hostel clerk.
4. Forms are strictly to be submitted in-person, no Proxy submission shall be accepted.
5. Receipt is to be collected from concerned hostel clerk after valid submission.
6. Hostel card is to be collected by returning receipt to concerned clerk after specified time.

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.

Check List		
S. No.	Requirements	Tick Mark
i.	Renewal Form	<input type="checkbox"/>
ii.	Printed Paid challan slip of hostel fee (available after registration in IIU Web portal)	<input type="checkbox"/>
iii.	Photocopy of Paid challan slip of the semester fee	<input type="checkbox"/>
iv.	Original Hostel Card	<input type="checkbox"/>
v.	Photocopy of CNIC	<input type="checkbox"/>
vi.	Photocopy of University Card	<input type="checkbox"/>
vii.	Photograph 1X1 on receipt with gum	<input type="checkbox"/>

Signature of Student

RECEIPT

Form Received by _____ Date _____ Time _____
Student Name _____ Hostel No. _____ Room No. _____ Seat _____
Registration No. _____ 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