

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD
PROVOST OFFICE MENS' HOSTELS

ID NO. _____



HOSTEL SEAT RENEWAL FORM
FOR THE SEMESTER FALL/SPRING _____

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 Cleared up to date & verified that student is actually residing on his seat in hostel

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 _____

Student Name _____

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**
(Instructions/Guidelines Overleaf)

INSTRUCTIONS/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

- Attach the copy of course registration form for the current semester duly signed by HOD/Dean concerned.
- Attach the old original hostel card along with the renewal form and also mention ID No. on the form.
- Attach the Photocopy of CNIC and University Card.
- 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.
- Go to the respective Hostel Clerk **for submission** of duly filled-in Renewal Form. No form will be received on behalf of other, boarder must submit the Renewal Form himself.
- Hostel cards for the renewed semester will be collected from the respective hostel clerk after handing over the receipt issued at the time of submission of Renewal Form.