

GUIDELINE/ATTACHMENTS/CHECK LIST OF HOSTEL ADMISSION FORM

S. No.	Requirement	Details / Checklist
1	Photographs	<ul style="list-style-type: none"> • Two (02) photographs • Size: 1×1 inch • Background: Blue or White
2	Photocopy of CNIC / Passport	<ul style="list-style-type: none"> • Clear photocopy of CNIC-Front & Back (for Pakistani students) • Passport- first three pages & Visa Copy (for foreign/overseas students)
3	Visitor CNIC Copy & Photograph	<ul style="list-style-type: none"> • CNIC copy and photograph of the visitor must be attached • Male visitor must be a blood relative
4	Parents' CNIC Copies	<ul style="list-style-type: none"> • Clear photocopies of Parents' CNICs (both sides) must be attached
5	Course Registration Form	<ul style="list-style-type: none"> • Photocopy of complete course registration form (Computerized/Manual) of the current semester • Duly verified by the concerned HOD/Dean
6	Paid Semester Fee Challan	<ul style="list-style-type: none"> • Photocopy of paid university semester fee challan
7	Hostel Fee & Security Challan (Original) <i>The challan shall be issued after the allotment form is submitted to the Provost Office</i>	<p>Steps to Login for Hostel Fee Challan:</p> <ol style="list-style-type: none"> i. http://usis.iiu.edu.pk:64453/login ii. Enter registration number as per university card iii. Enter CNIC/Passport without dashes <ul style="list-style-type: none"> • Hostel charges must be deposited in the specified bank at the IIU Branch. • Attach original paid hostel fee and security challan with the hostel admission form
8	Undertaking on Stamp Paper	<ul style="list-style-type: none"> • Specimen available on university website • Complete the undertaking on judicial stamp paper and attach it with the hostel admission form
10	Verification of Hostel Form	<ul style="list-style-type: none"> • Hostel form must be duly verified, signed, and stamped by the concerned Head of Department (HOD).

Submission & Important Instructions

- After completing all formalities, submit the form at **Provost Office (Window No. 01)**.
- **Processing time for seat allotment is 24 hours.**
- Room Allotment slip can be collected **the next day** from the same window.
- Students must **occupy the allotted seat within two (02) days** of receiving the allotment slip; otherwise, the seat will be **automatically 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) _____

Student Name (In block Letters) _____

Father's Name _____

Father's Occupation _____

Registration No. (Complete).....

Dept. /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: No Yes

Marital Status: No Yes

(If yes, attach a copy of Nikah Nama)

***Parental Details** *(Applicant is required to attach a clear photocopy of her parents' CNIC)*

Father's Name: _____	Contact No. _____
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CNIC No. _____	Address: _____
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Mother's Name: _____	Contact No. _____
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CNIC No. _____	Address: _____
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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)

- **Hostel fee may only be deposited with prior permission from the Provost Office. Before depositing the fee, Pakistani students must present their original CNIC, while foreign and overseas students (including Pakistani overseas admitted on a paper-qualification basis) must present their original passport.**
- 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 No Yes
- ii. She is exempted from university dues No Yes
- iii. She is being sponsored by _____
(Mention the name of institute/company)
- Signature of Asstt. Director (Fee) _____
- Signature of Dy. Director/Addl. Director (Academics) _____

* Picture & CNIC copy of the visitor must be attached. Visitor must be male and a blood relative

▪ 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 (Manual/Computerized)
- (iv) Photocopy of Paid Challan Slip of the Semester fee (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)