

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD
(Provost Office, Female Hostels)

Provost (Hostels)/ 2023- 881

Dated: September 05, 2023

HOSTEL SEATS RENEWAL

The boarders who are entitled and intend to continue their hostel accommodation in Fall-2023 semester are advised to apply for **RENEWAL OF THEIR HOSTEL SEAT**. A step wise guideline for renewal process is mentioned below:

Online Renewal Eligibility Criteria

Applicant must have registered minimum required Credit Hours as below:

For Bachelors levels	12 Credit Hours
For Masters levels	09 Credit Hours
For MS/M.Phil/levels	06 Credit Hours

How to Apply

- Open the link www.iiu.edu.pk/hostel
- Click on the **Female Hostel** and then click on **Hostel seat Renewal** to open **SIGN-IN** Window
- Enter User Name & Password (Registration no. & CNIC/Passport no)
- After **LOG-IN** Print **Hostel Fee Challan**
- Pay the fee in the Bank
- Enter fee Challan details (payment Date, Amount, Bank Name etc.) then click submit button. Task **Completed**. Window will appear. Now print your Renewal Form by clicking print Renewal Form button.

DOCUMENTS TO BE ATTACHED

- Original hostel Card/Allotment slip/Renewal Slip of Spring-2023.
- Original Bank Challan (Hostel Dues).
- University course Registration for hostel online renewal is linked with **AL-JAMIA**. No manual course registration will be accepted.

Time Period for submission of renewal: September 11, 2023 to September 22, 2023.

After this no Student will be entertained by Hostel Administration and Hostel seats shall stand cancelled immediately if not renewed during above mentioned schedule.

CHANGE ON VACANT SEATS

Room change will apply on medical grounds & blood Relations and application must be submit in the provost office on September 07, 2023 and September 08, 2023.

(Dr. Humaira Ishfaq)

Provost Female Hostels

Distribution:

- DY. Director (Fee) with the request to generate Hostel Fee Challan (**Starting Date is September 11, 2023 and due date September 22, 2023**)
- Chief Security Officer (with request to depute 01 security guard in the Provost Office during Scheduled Period)
- Wardens (with request to instruct the hostel clerks not to proceed on leaves during scheduled period and not to leave their office during scheduled time)
- Web Master (with the request to upload the notice on university website and send it to all Faculty Dean and Chairpersons of all departments)
- All Notice Boards (Hostels and Faculties)

Copy for Information:

- PS to Rector
- PS to Vice President (AF&P)
- PS to VP (Female campus)
- PS to President
- PS to Vice President (Academics)