

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD
(Office of the Provost, Female Hostels)

Provost (Hostels)/ 2025- **2962**

Dated: 11-02-2025

HOSTEL SEATS RENEWAL

The boarders who are entitled and intend to continue their hostel accommodation in **Spring-2025** semester are advised to apply for **RENEWAL OF THEIR HOSTEL ALLOTMENT**. 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 Bachelor levels	12 Credit Hours
For Master levels	09 Credit Hours
For MS/M.Phil.levels	06 Credit Hours

How to Apply

ON HMS (students from Batches upto Fall-2023)

- Open the link www.iiu.edu.pk/hostel
- Click on the **Female Hostel** and then on **Hostel seat Renewal** to open **SIGN-IN** Window
- Enter User details (User Name: Registration No. & Password: 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.

ON CMS (student Batches from Spring-2024)

- Open the link <https://cms.iiu.edu.pk/web/login>
- Look for a section labeled **Student Services** on the homepage or in the main menu. Click on it.
- Find and select the **Hostel Seat Renewal** option from the available services.
- Fill out the required application for **renewal** and select the "**Spring-2025 Campaign**"
- A **hostel challan** will be generated on your portal.
- Print the challan and proceed to **pay it**.

DOCUMENTS TO BE ATTACHED

- Original Hostel Card /Allotment or Renewal slip of Fall-2024.
- Original Bank Challan (Hostel Dues).
- University course Registration for hostel online renewal is linked with **AL-JAMIA\CMS**. No manual course registration will be accepted.

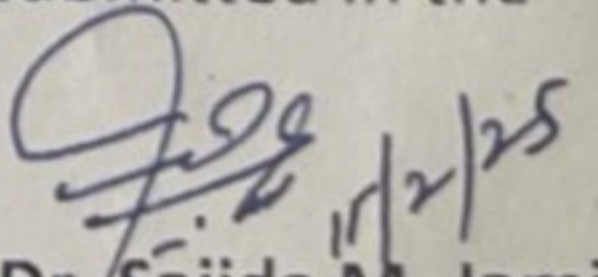
Time Period for submission of renewal: February 14, 2025 to February 28, 2025.

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 & on blood Relation** and application must be submitted in the Provost Office on **March 06, 2025 and March 07, 2025.**

(Only those students may apply for room change whom renewal process will be completed on time)


(Dr. Sajida M. Jamil)
Provost Female Hostels

Distribution:

- DY. Director (Fee) with the request to generate Hostel Fee Challan(**Starting Date is February14, 2025 and due date February 28, 2025**)
- Chief Security Officer (with request to depute 01 security guard in the Provost Office during Scheduled Period)
- Asst. Lady 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 Deans 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 Incharge (Female campus)
- PS to President
- PS to Vice President (Academics)