

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD
(Provost Office, Female Hostels)

Provost (Hostels)/ 2022-

Dated: 06-09-2022

HOSTEL SEATS RENEWAL

The boarders who are entitled and intend to continue their hostel accommodation in Fall-2022 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 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 on **Hostel seat Renewal** to open **SIGN-IN** Window
- Enter User Name (CNIC/Passport no/Registration no/Email).
- 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

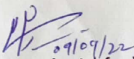
- Original hostel Renewal/Allotment slip of Spring 2022.
- Original Bank Challan (Hostel Dues).
- University course Registration for hostel online renewal is linked with **AL-JAMIA**. No manual course registration will be accepted.

Time Period for submission of renewal: September 15, 2022 to September 26, 2022.

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

CHANGE ON VACANT SEATS

Only those students may apply for room change on **October, 05, 2022** whom renewal process will be completed on time. (Room change will apply on medical grounds OR blood Relations)


(Dr. Humaira Ishfaq)
Provost Female Hostels

Distribution:

- DY. Director (Fee) with the request to generate Hostel Fee Challan (**Starting Date is September 15, 2022 and due date September 26, 2022**) forms only to the boarders whose names are mentioned in the list provided by the Provost Office.
- Chief Security Officer (with request to depute 01 security guard in the Provost Office during Scheduled Period)
- Wardens\RHTs (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 VP (Female campus)
- PS to President
- PS to Vice President (Academics)