

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD  
(Provost Office, Female Hostels)

Provost (Hostels)/ 2023- 3666

Dated: 06-02-2023

**HOSTEL SEATS RENEWAL**

The boarders who are entitled and intend to continue their hostel accommodation in Spring-2023 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](http://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**

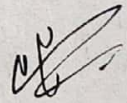
- Original hostel Renewal/Allotment slip of Fall 2022.
- Original Bank Challan (Hostel Dues).
- University course Registration for hostel online renewal is linked with **AL-JAMIA**. No manual course registration will be accepted.

**Time Period for submission of renewal: February 13, 2023 to February 24, 2023**

*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 **March, 01 to March, 2, 2023** 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 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:**

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