

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

Provost (Hostels)/ 2024- 1579

Dated: 15-02-2024

**HOSTEL SEATS RENEWAL**

The boarders who are entitled and intend to continue their hostel accommodation in **SPRING-2024** 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**

- 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 (Registration no/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 Renewal/Allotment slip of Fall- 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.

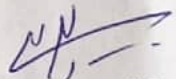
**Time Period for submission of renewal: February 20, 2024 to February 28, 2024.**

*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 Relations** and application must be submit in the Provost Office on **March 04, 2024 and March 05, 2024.**

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

  
(Dr. Humaira Ishfaq)

Provost Female Hostels

**Distribution:**

- DY. Director (Fee) with the request to generate Hostel Fee Challan (**Starting Date is February 20, 2024 and due date February 28, 2024**)
- 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 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)