

## **GUIDELINES FOR HOSTEL CLEARANCE**

### **Hostelite students:**

#### **Step 1:**

The student must obtain clearance from all hostels i.e., 1, 2, 3, 4, 5, 6, and Kuwait hostels, and obtain acknowledgement slip from the relevant hostel clerk.

#### **Step 2:**

Submit the acknowledgement slip to Provost Office to check overstay or any other charges/Fee if applicable.

#### **Step 3:**

In case of overstay charges student will be intimated immediately, and student must pay the dues and submit the proof of payment/challan in the Provost Office for further process of clearance.

#### **Step 4:**

Obtain No Demand Certificate and Security Refundable form, complete it and drop the form for stamps and signatures in the designated place in Provost Office.

#### **Step 5:**

Collect the form back from Provost Office next day.

### **Day Scholar students:**

#### **Step 1:**

Obtain No Demand Certificate and Security Refundable form, complete it and drop the form for stamps and signatures in the designated place in Provost Office.

#### **Step 2:**

Collect the form back from Provost Office.

#### **Forms:**

This packet contains the following Proformae:-

1. Hostel Clearance Form
2. No Demand Certificate Form
3. Security Refundable Form

Copies of the above said forms are available in Provost Office, Online and as well as at Photocopy shops.

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#### **IMPORTANT CONTACT NUMBERS**

Clerk Hostel No.1: 051-9019588	/	Clerk Hostel No.2: 051-9019589
Clerk Hostel No.3: 051-9019585	/	Clerk Hostel No.4: 051-9019587
Clerk Hostel No.5: 051-9019690	/	Clerk Hostel No.6: 051-9019788
Clerk Kuwait Hostel: 051-9260543	/	Clerk G-10 Hostel: 051-2353778

For comments, feedback, suggestion or any other issue kindly Email at [hostelclearance.iiui@gmail.com](mailto:hostelclearance.iiui@gmail.com)



# INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD

(Provost Office, Men's Hostels)

## HOSTEL CLEARANCE FORM

(For Boarders Only)

### 1. To be filled by the boarder

Boarder's Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Registration No, (As per Student Card): \_\_\_\_\_

Room Number: \_\_\_\_\_ Seat: \_\_\_\_\_ Hostel: \_\_\_\_\_

### Mess Clearance from Each Hostel

Hostel No.	Sign & Stamp of Hostel Clerk	Hostel No.	Sign & Stamp of Hostel Clerk
1		2	
3		4	
5		6	
KH (A.D.E)		KH (B.C.F.)	

### 2. For Hostel Clerk and Resident House Tutor / Hostel Warden

After completion of all formalities mess clearance, (receiving of keys, mattress, chair & table), above hostel seat has been vacated by the boarder on \_\_\_\_\_ and submitted clearance form on \_\_\_\_\_.

\_\_\_\_\_  
Sign & Stamp of Hostel Clerk

\_\_\_\_\_  
Sign & Stamp RHT

\_\_\_\_\_  
Dealing Official Provost Office

\_\_\_\_\_  
Provost

### Acknowledgement

Mr. \_\_\_\_\_ Registration No. \_\_\_\_\_ submitted hostel clearance form in Hostel No. \_\_\_\_\_ on dated: \_\_\_\_\_.

\_\_\_\_\_  
Sign & Stamp of Hostel Clerk