

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD

PROVOST OFFICE MENS' HOSTELS

ID NO. _____

HOSTEL SEAT RENEWAL FORM

FALL/SPRING _____

Attach with
stapler
latest 1x1
inch size
Photo here

Name (In Block letters) _____ Reg. No. _____

Father's Name _____ Date of Birth _____

Nationality _____ N.I.C./Passport No. _____ Contact No. _____

Room Detail. Occupied Room No. _____ Seat _____ Hostel _____ Emergency Contact _____

Present Address _____

Permanent Address _____

Courses Registration Detail

Degree Level: _____ No. of Courses _____ No. of Credit Hours _____

Signature of Student

In case of Exemption in Hostel Dues only

He is being sponsored by _____
(mention the name of agency)

Sign & stamp

Assst. Director/Dy. Director (Fee Section) _____

Sign & stamp

Add. Director (Academics) _____

Mess Bill Cleared up to date & verified that student is actually residing on his seat in hostel

Hostel Clerk (Sign. & Stamp)

R.H.T. (Sign. & Stamp)

**All terms and conditions contained in the hostel admission form already signed by the student shall remain enforced.

For official use only

| Room No.- Seat | Type of Room | Hostel/Block | Remarks |
|----------------|--------------|--------------|---------|
| | | | |

(INSTRUCTIONS/GUIDELINES OVERLEAF)

INSTRUCTIONS/GUIDELINES TO BE FOLLOWED

First Step

- Fill the Renewal form from (available on IIU Website and Provost Office also), and bring the form to Fee Section of the University, Admn. Block Basement, and get the printed fee challan for the requisite hostel fee and then pay the fee as per fee challan.

Second Step

- Documents to be attached
 - i. Printed Paid challan slip of hostel fee (issued by Fee Section)
 - ii. Photograph 1X1 (one on form with stapler and other on receipt with gum)
 - iii. Course Registration Form in current semester duly signed by HOD/Dean concerned
 - iv. Photocopy of Paid challan slip of the semester fee
 - v. Original Hostel Card
 - vi. Photocopy of CNIC
 - vii. Photocopy of University Card

Third Step

- Please ensure that the requisite documents as per the check list below are attached and ticks mark the documents to be attached on the Hostel Renewal Form. Afterwards go to the respective Hostel Clerk **for submission** of duly filled-in Renewal Form. No form will be received on behalf of other, boarder must submit the Renewal Form himself.
- Hostel cards for the renewed semester will be collected later on from the respective hostel clerk after handing over the receipt issued at the time of submission of Renewal Form.

IMPORTANT ATTACHMENTS

- Before submitting the renewal form please tick mark following check list to ensure that the requisite/demanded documents are attached. Incomplete form shall not be entertained

| S. No. | Requirements | Tick Mark |
|--------|--|--------------------------|
| i. | Renewal Form | <input type="checkbox"/> |
| ii. | Photograph 1X1 (one on form with stapler and other on receipt with gum) | <input type="checkbox"/> |
| iii. | Printed Paid challan slip of hostel fee (issued by Fee Section) | <input type="checkbox"/> |
| iv. | Course Registration Form in current semester duly signed by HOD/Dean concerned | <input type="checkbox"/> |
| v. | Photocopy of Paid challan slip of the semester fee | <input type="checkbox"/> |
| vi. | Original Hostel Card | <input type="checkbox"/> |
| vii. | Photocopy of CNIC | <input type="checkbox"/> |
| viii. | Photocopy of University Card | <input type="checkbox"/> |

Signature of Student

RECEIPT

Form Received by _____ Date _____ Time _____
Student Name _____
Registration No. _____ Signature & Stamp _____

Paste with
gum latest
1x1 inch
size Photo
here

*** This receipt will be valid only till the issuance of hostel card and must be returned to hostel clerk at the time of collection of Hostel Card