

# **GUIDELINES/INSTRUCTIONS STRICTLY TO BE FOLLOWED FOR DOWNLOADING THE HOSTEL APPLICATION FORM & ITS SUBMISSION FOR ADMISSION IN IIU HOSTEL**

## **General Instructions**

1. Getting admission in any academic program of the University does not construe the right and privilege to claim for provision of hostel residence.
2. Provision of hostel accommodation to each and every student who gets admission in the University and belongs to far flung areas and intends to reside in IIU Hostels is not possible for the University due to limited number of Hostels.
3. Submission of Application form does not entitle the student to claim for allotment of hostel seat. Hostel seat will be provided on prescribed merit and availability of seat on turn basis which is displayed on website of IIU/Notice Boards.
4. While filling out the hostel application form for admission in hostel seat the students are advised to carefully read out the instructions/procedures, norms, and guidelines/instructions mentioned.
5. The student himself must submit the application form for admission in hostel seat. No form will be entertained from any un-concerned person.

## **Instructions regarding Downloading & Submission of Hostel Application Form**

*(The students must read out the given instructions/guidelines before downloading the Hostel Application Form)*

### **A) Foreigner Students/Overseas Pakistani Students (who got admission in IIU on papers qualification basis)**

- i. Download the application form for admission in hostel from IIU Website and fill it up completely and attach the requisite documents as required and mentioned in the application form.
- ii. Go to the Fee Section of the University, Admn. Block Basement, and get the printed fee challan for the required hostel fee/security charges e.t.c.
- iii. Go to the Bank adjacent to the Main Gate and deposit the required hostel charges as per fee challan issued by the Fee section of IIU.
- iv. Submit the Hostel Application Form after completion of all formalities in the Provost Office at outside window.

### **B) For Pakistani Students/Foreigner students settled in Pakistan (who got admission on written test basis)**

- i. The students not residing or domiciled in or around a radius of 80 kilometers of the University are entitled to download and submit the Hostel Application Form in response to the notice issued and displayed on IIU website/Notice Board for inviting applications for making waiting list of each semester turn wise.
- ii. In case the above requirement at B.(i) is fulfilled then submit the Hostel Application Form after completion of all formalities mention in the form in the Provost Office at outside window **without submission of Hostel Fee & Security Charges.**

**INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD  
(PROVOST OFFICE)**

Photo  
(1x1 inch  
size)

Serial No. ....

Sig. of Official receiving with Date \_\_\_\_\_

**APPLICATION FOR ADMISSION IN HOSTEL SEMESTER FALL/SPRING**

Name (in Block Letters) \_\_\_\_\_ Reg. No. \_\_\_\_\_

Deptt. /Faculty \_\_\_\_\_ Program: Morning  Evening

Father's Name & Organization if any \_\_\_\_\_ Father's Cell No. \_\_\_\_\_

Date of Birth \_\_\_\_\_ Nationality \_\_\_\_\_ N.I.C./ Passport No. \_\_\_\_\_

Student Contact No. \_\_\_\_\_ Previous Allotment(if any): Room No. \_\_\_ Seat \_\_\_ Hostel \_\_\_

Permanent Address \_\_\_\_\_

District \_\_\_\_\_ Province \_\_\_\_\_

Name of Emergency Contact Person, his address & Cell No. \_\_\_\_\_

**References:** i) \_\_\_\_\_ Cell No. \_\_\_\_\_

ii) \_\_\_\_\_ Cell No. \_\_\_\_\_

**COURSE REGISTRATION DETAIL**

It is certified that Mr. \_\_\_\_\_ Registration No. \_\_\_\_\_  
has registered the following number of courses/credits for the (semester) \_\_\_\_\_

S. No.	Name of Courses	No. of Credits

(Also attach a copy of computerized Course Registration/Permission Form duly signed by HOD/Dean Concerned)

He is entitled for hostel accommodation **Yes / No**

He has registered the courses mentioned above for the current semester.

Verified by Chairperson \_\_\_\_\_ Recommended by Dean \_\_\_\_\_

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

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

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**Fee Detail:**

**Important Instructions** (must be followed)

- i. **Hostel Fee will not be deposited until it is permitted by the Provost Office. Before depositing fee the student must show original CNIC card in case of Pakistani student and original passport in case of foreigner/overseas and Pakistani overseas who got admission on paper qualification basis.**
- ii. If the tuition fee is not deposited hostel seat will not be allowed.

	Amount	Date	Bank Challan No.
University Fee			
Hostel Dues			

For Official use only

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

Dealing Official (Provost Office) \_\_\_\_\_ Signature of Provost \_\_\_\_\_

**In Case of Exemption in Hostel Dues only**

- i. He is exempted from hostel dues Yes/No
- ii. He is being sponsored by \_\_\_\_\_  
(Mention the name of Agency)

Signature of Asstt. Director/Dy. Director (Fee) \_\_\_\_\_ Signature of Dy. Director/Addl. Director (Academics) \_\_\_\_\_

**Eligibility of Admission in Hostels**

- (a) Registered Students shall be admitted to Hostel by the Provost on the recommendation of the concerned Dean/Chairperson where a student is enrolled, subject to availability of seat and is not residing or domiciled in or around a radius of 80 kilometers of the University.
- (b) He is not IIU employee or son of IIU employee
- (c) He is not employed anywhere on full time basis
- (d) Thesis/dissertation writers may be allowed to stay in the hostels on the following conditions:
  - i. They are not employed anywhere or are on study leave.
  - ii. They will not remain absent from the hostel for a period exceeding two weeks.
- (e) The maximum stay in hostel, as per BOG decision, is restricted to the minimum duration of a degree (from the date of registration) as given in Admission Guide 2011-2012
- (f) Submission of application form for allotment of seat in Hostel does not construe the right for claiming Hostel Seat
- (g) Hostel seat will be allotted if student is eligible on merit and on turn basis (other than foreigners) subject to the availability of seat

**Attachments**

(i) 02 photographs (1x1 inch size), (ii) Photocopy of CNIC/Passport (First Three pages, in case of Foreigners), (iii) Course Registration form of current Semester/Enrollment Slip and admission offer letter (in case of new admission), (iv) Paid challan slip of the Semester fee and (v) Copy of Hostel fee challan slip will be provided only in case if it is allowed by the Provost Office to deposit Hostel Fee.

**Undertaking** (Sign below on the form and also produce contents of this undertaking on Judicial Stamp Paper)

I \_\_\_\_\_ S/O \_\_\_\_\_

do hereby undertake:

- i. That I shall live in accordance with the Islamic manners of life.
- ii. That I shall comply with all the safety & security protocols conveyed or implemented through Security Staff.
- iii. That I shall respect Hostel Officers / Staff and the Security Staff on duty.
- iv. That I shall abide by all the Rules / Regulations of hostel and instructions of the hostel administration issued from time to time during my stay in hostel.
- v. That I shall neither allow any illegal student/guest to live with me in my room during my stay in Hostel nor sell my seat to other person if I am found violating this, Hostel Management will have the right to cancel my seat and take disciplinary action against me which can lead to cancellation of admission in university as well.
- vi. That I am not employed anywhere on full time basis.
- vii. That I am not IIU employee or son of IIU employee.
- viii. That I will not indulge in any political activity or form any group/party in this regard in the hostel.
- ix. That I will not disturb the atmosphere of the hostel by any means, in case of my involvement in any subversive/disturbing activity the university can cancel my seat.
- x. That I will not resort to the courts for the sake of retention of Hostel seat illegally and unnecessarily or prolonging its occupancy for illegal excuses which are not covered under IIU Hostel Rules & Regulations.

The above information is true to the best of my knowledge, if any information given above proves to be false. I will be held responsible for that which may lead to cancellation of my Admission as well as Hostel Seat.

**Dated:** \_\_\_\_\_

**Signature of Applicant** \_\_\_\_\_

**Witness No.1**

**Witness No.2**

**Name** \_\_\_\_\_

**Name** \_\_\_\_\_

**CNIC No.** \_\_\_\_\_

**CNIC No.** \_\_\_\_\_

**Cell No.** \_\_\_\_\_

**Cell No.** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Signature** \_\_\_\_\_