

DISCLAIMER

The Hostel authorities shall have no liability towards the hostel resident when she is on leave from the hostel or she is outside the hostel campus. They shall not be held responsible, if the resident leaves the hostel without prior permission or information or does not report for attendance at night in the hostel or when she leaves the hostel after taking leave permission.

Affix a latest color
passport size self-attested
photograph



Hall of Girls' Residence
JAMIA MILLIA ISLAMIA
Maulana Mohammed Ali Jauhar Marg
New Delhi -110025

Form No. _____

FOR OFFICE USE

Hostel _____

Room No. _____

APPLICATION FOR SCHOOL HOSTEL ADMISSION (Session 2025-26)

Category: GEN/M/M.OBC/M.ST/KM/PH/NRI/Foreign students:.....

Marks in Qualifying Examination.....Percentage..... Year.....Board/University.....

INSTRUCTIONS

- All entries are to be filled in ink by the candidate in English.
- Application form should be accompanied by Two(2) passport size photographs and attested copies of following documents:
 - Fee receipt of admission to the course
 - Mark-sheets of all Examinations
 - Sports (state, national level), NCC(A,B, C certificate)
 - Copy of Aadhaar Card Voter card/Passport/Ration Card for Residents of J&K and North East.
 - Document supporting Economically Weaker Section.
 - Document supporting PH category as per Jamia norms.
 - Affidavit from local guardian I.
 - Affidavit from local guardian II.
 - *Address proof of local guardian I.
 - *Address proof of local guardian II.
 - *Address Proof of Parents.
 - Self-Health Declaration Certificate

Incomplete form, without the above documents, will be rejected and incorrect information shall cause cancellation of admission at any time.

- The admission will be valid for current academic session only.
- The applicants are advised to check on the hostel Notice Board regarding interview dates, admission lists etc.

*One of the following documents should be submitted as residence proof:

- Aadhaar Card
- Passport
- Election Commission Photo ID card
- Gas connection bill
- Electricity bill
- Water/Telephone (landline or postpaid mobile bill)
- Income Tax Assessment Order
- Certificate from Employer of reputed and widely known companies on letter head.
- Statement of running bank account (Scheduled Commercial Bank excluding Regional Rural Banks and Local Area Banks)

PARTICULARS OF THE APPLICANT

- a. Name (In Block Letters): _____
- b. Course: _____ Year: _____ Subject: _____ Duration: _____
- Internship required this year: Yes/No If Yes, Duration of Internship: _____
- c. Student ID: _____ Enrolment No: _____
- d. Date of Birth: _____ Nationality: _____ Marital Status: _____
- e. Contact No: _____ Email Id: _____
- f. Details of the Scholarship/Fellowship awarded if any, to the applicant for the above course:

- g. Whether all previous dues cleared: Yes/No(*to be verified by office*)
- h. For Ph.D. students: Whether Progress Report of last semester has been submitted on a prescribed Performa: Yes/No

Date: _____
Signature of the Applicant

APPLICATION TO BE CERTIFIED AND SIGNED BY THE PRINCIPAL OF SCHOOL/ DIRECTOR OF CENTRE(S)

Certified that Ms. _____ is a bonafide, full time student of
_____ Year/Semester, of the Centre/Department/Faculty of _____
_____. She is neither employed nor an ex-student. She has paid
her fees vide Bank scroll No: _____ dated: _____.

Date:

Signature of Principal /Director
(Seal of the School/Centre)

FOR FOREIGN/NRI STUDENTS

a. Name of the Applicant:_____

b. Email ID:_____

c. Course:____

d. Department/Centre:_____

e. Nationality:_

f. Passport No.:_____

g. Valid Upto:_

h. Student's Visa No.:_____

i. Valid Upto:_

j. Embassy Name, Address & Phone No.:_____

k. Name & Address of a person in Delhi who can be contacted in case of emergency:

Phone No.:_____Email:_____

Recommendations of the Foreign Students' Advisor, Jamia Millia Islamia, New Delhi

Signature & Seal
Foreign Student's Advisor

DECLARATION BY THE APPLICANT

1. This application is being made in full knowledge of my parents and local guardian.
2. I declare that my parents and guardian do/does not reside in Delhi/NCR
3. I hereby declare that in case I remain absent from the hostel for more than one month without intimation to the Hostel Authorities, the room allotted to me is liable to get vacated by the Hostel Authorities.
4. I am aware of the Hostel Rules and Regulations according to which no resident is permitted to stay after the annual examinations or after submission of M.Phil/Ph.D. thesis unless otherwise permitted by the hostel authorities. I shall inform the Hostel authorities immediately after completion of Examinations/submission of thesis/dissertation.
5. I declare that I am neither employed nor doing any paid job anywhere, full time or part time.
6. I am not an ex-student.
7. I have read the rules and regulations of the hostel contained in the Hostel Manual and undertake to abide by them. I shall not plead ignorance of regulations that are notified from time to time.
8. I vouch for the correctness of the particulars given by me in the application form. I understand that if the particulars given by me are found to be incorrect my admission will be cancelled.
9. I declare that I do not possess a Ration Card/ or that my name has not been included in any Ration card in the National Capital Territory (NCR).
10. I hereby declare that I shall be responsible for any kind of theft/fire in my room.
11. I undertake to inform the authorities, in writing, of any change in any of the particulars given above as and when they occur.
12. I declare that the information provided in this form is correct and can be verified anytime.

Signature of Applicant

UNDERTAKING BY THE APPLICANT

I undertake that I shall abide by the following Code of Conduct:

1. I understand that I have been given admission in the hostel provisionally.
2. I understand that hostel renewal will not be granted to me if I fail to secure 55% marks in aggregate in my previous examination.
3. I shall not allow any un authorized person/guest in my room.
4. I shall abide by the hostel Bye-laws/ rules, including rules regarding hostel timing as per Hostel Manual as amended from time to time.
5. I shall abide by the hostel rules to take meals in the hostel mess or as per office order.
6. I shall follow all the norms and practices adopted by the hostel authorities from time to time for the efficient utilization of resources.
7. I shall accept the present condition of hostel and room allotted to me.
8. I shall not indulge in any act of indiscipline during my stay in the hostel.
9. I shall regularly participate in all the Hostel meetings, committees and other cultural/sports activities.
10. I shall not degrade the hostel environment.
11. I shall not cause any discomfort to my fellow residents.
12. I shall also not indulge in any indiscipline or misconduct within the University campus during my stay in the hostel.
13. I shall vacate the allotted room at the end of each academic session.
14. I shall not keep any pets, such as cats or dogs, in the hostel room/premises, and I shall not indulge in feeding stray animals or pets in the hostel mess.
15. I will adhere to the designated silence hours outlined in the hostel manual, from 10 PM to 6 AM, and will refrain from participating in or organizing any activities that may disrupt this period.
16. The non-compliance of any of the above clauses of the Hostel code of conduct shall lead to cancellation of my hostel admission with immediate effect.
17. I also undertake to submit myself to the disciplinary jurisdiction of the Vice-Chancellor, Provost and other authorities of the Jamia, who may be vested with the authority to exercise discipline under the Act, the statutes, the Ordinances and the Rules that have been framed there under by the University and Hostel.

Date:_____ Name:_____Signature of Applicant

**FINANCIAL GUARANTEE AND DECLARATION BY THE
APPLICANT'S PARENTS/GUARDIAN**

(On a Rs10/-Stamp Paper and attached along with the application form)

1. I, _____ certify that the applicant is seeking admission with my consent and that I shall be responsible for her financial liabilities of the Hostel.
2. I permit my ward to avail the facility of Night Out as per Hostel rules, at her own responsibility, at the address given by her, after I have conveyed my consent and awareness of the same to the Hostel Office vide my registered mobile/email.
3. I agree that the hostel/University authorities shall have no liability towards my ward when she is outside the hostel campus. I shall not hold the hostel /University authorities responsible if my ward leaves the hostel premises without prior permission or information and also when my ward does not report for the attendance at night in the hostel. In such eventuality, the hostel authorities can at best inform me or the local guardian duly appointed by me for any further action.
4. I appoint following two persons as Local Guardians for my ward Ms. _____

Local Guardian-1

Name: _____

Address: _____

Tel. No: _____

Local Guardian-2

Name: _____

Address: _____

Tel. No. _____

5. The above mentioned Local guardians may be contacted or any official purpose or emergency that may arise during her stay in the Hostel.
6. We agree to abide by the Hostel by-law that only local Guardians and Parents would be allowed for visiting on Sunday and Jamia Holidays during specified time.
7. I hereby understand and agree that the local guardian endorsed by me shall take full responsibility of my daughter/ward in sickness or any other emergency. If they fail to do so, the hostel authorities will have a right to cancel her admission in the hostel.
8. I have read the Hostel Rules & Regulations and I am fully aware of the Hostel Timings for various things as listed in the Hostel Manual and in the Undertaking of the Applicant.
9. Both the above authorized Local Guardians are personally known to me and I trust them for the responsibility of local guardianship for my daughter/ward.
10. I hereby declare that the address and contact numbers given for both the above Local Guardians is true to the best of my knowledge and belief, and can be verified by hostel authorities.

Date: _____

Signature of parents/Guardian
Name of parent/Guardian

PARENTS'/GUARDIAN'S* PARTICULARS

Affix a recent colour
passport size
photograph of
Father/Guardian

Affix a recent colour
passport size
photograph of Mother

a. Father's Name:

b. Occupation:

c. Office Address:

Tel No: _____

d. Guardian's Name:

a. Occupation:

a. Mother's Name:

b. Occupation:

c. Residential Address:

Tel No: _____

d. Office Address:(if working)

Tel. No: _____

Mobile No. _____

Signature of Father/Mother inside the box

Signature of Guardian inside the box

(ANY SUBSEQUENT CHANGES SHOULD BE NOTIFIED TO THE HOSTEL AUTHORITIES IMMEDIATELY)

*In absence of both the natural parents due to demise or otherwise, person under
whose guardianship the applicant has lived, brought up and got education.

PARTICULARS OF LOCAL GUARDIANS

Affix a recent colour
passport size
photograph of Local
Guardian-I

Affix a recent colour
passport size
photograph of Local
Guardian-II

a. Name of Local Guardian-I:

b. Residential Address:

Mobile No: _____

Email ID: _____

c. Office Address:

Mobile No: _____

d. Relation with Applicant: _____

a. Name of Local Guardian-II:

b. Residential Address:

Mobile No: _____

Email ID: _____

c. Office Address:

Mobile No: _____

e. Relation with Applicant: _____

Signature of Local Guardian- I inside the box

Signature of Local Guardian-II inside the box

Note: Persons residing in NCR/Delhi, under whose responsibility the applicant is seeking hostel admission are known to be local guardians. Local guardians are advised to sign the form after reading the applicant's and her parents undertakings. It is mandatory for both the Local Guardians to be present at the time of interview.

Criteria to be a Local Guardians (LG):

1. Two LGs residing at different addresses are required. 2. Both LGs must be present before the interview panel of the hostel allotment board/committee. 3. Only Married persons will be considered as an LG. 4. Husband and wife cannot become LG of the one applicant.

UNDERTAKING BY LOCAL GUARDIAN*

(On Rs.10/-Non-Judicial Stamp Paper)

1. I, _____ have personally known the Applicant for the last _____ years; and I, _____ have personally known her for the last _____ years, and we do here by agree to be her Local Guardians.
2. We undertake that we will be available as and when hostel authorities require us in case of emergency. We are willing to take her from the hostel in times of illness and distress or as may be required by the hostel administration. We understand that the hostel administration cannot possibly look in to the details of hospitalization and treatment etc.
3. We hereby declare that our respective address and contact numbers given in admission form is true to the best of our knowledge and belief, and can be verified by hostel authorities.
4. We are fully aware and understand that if we fail to fulfill our above mentioned responsibilities, the admission of our ward in the hostel will be liable for cancellation.
5. We have read the Hostel Rules & Regulations and we are fully aware of the Hostel Timings for various things as listed in the Hostel Manual and in the Undertaking of the Applicant.
6. ***For Local Guardians of school students:*** We are aware that we have to come personally to pick the ward/applicant from the hostel whenever she is going on leave. We are jointly responsible to ensure that one of us report to the hostel when she is to go on leave.

(Signature & Name of Local Guardian-I)

(Signature & Name of Local Guardian-II)

**The above information has also to be produced in the form of an affidavit by both the local guardians separately on a Rs10/-stamp paper and attached along with the application form.*

SELF-HEALTH DECLARATION CERTIFICATE

(To be submitted by all Hostel Residents)

Personal Details

Full Name: Enrollment Number:

School Name: Class: _

Hostel Name: Room Number (if allotted):

Date of Birth: Contact Number:

Emergency Contact Person (Name & Relation): _ _ _ _ _

Emergency Contact Number: _

SELF-DECLARATION

I, the undersigned, hereby declare the following in connection with my current health status:

1. I am not suffering from any infectious or communicable disease that may pose a health risk to other residents.
2. I do not have any known physical or psychological condition that may require urgent medical support or regular supervision. (If any condition exists, details are provided separately along with medical reports.)
3. I am not under any current medical treatment except for minor/common ailments.
(If under treatment, details are enclosed.)
4. I will immediately inform the hostel authority in case of any deterioration in my health condition or the onset of any illness.
5. I will comply with the health and hygiene norms laid down by the university and the hostel administration.
6. I understand that withholding or misrepresenting health information may result in disciplinary action or revocation of hostel accommodation.

UNDERTAKING

I undertake full responsibility for the accuracy of the above information. I also authorize the university to take appropriate measures, including medical examination and isolation, if required in the interest of public health.

Date:

Place

Signature of the Resident