## The Maharaja Sayajirao University of Baroda

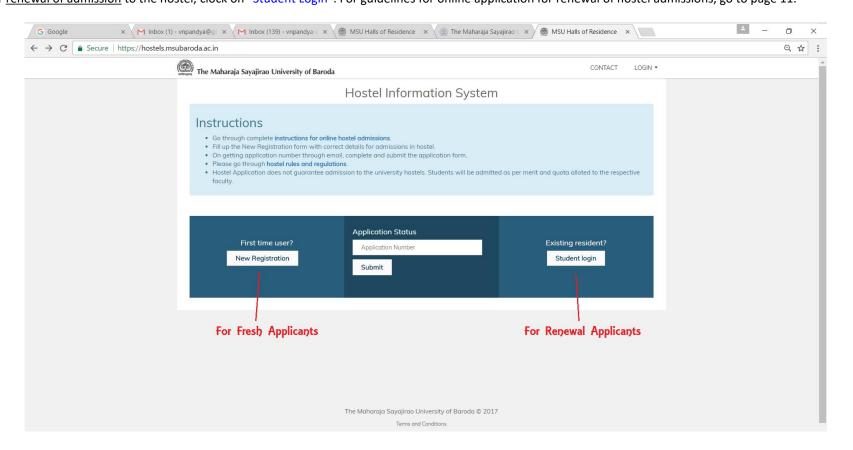
## **Guidelines for Online Hostel Admissions Application - 2017-18**

Students who have paid tuition fees in the respective faculties for the current academic year are only eligible for admissions to the hostel.

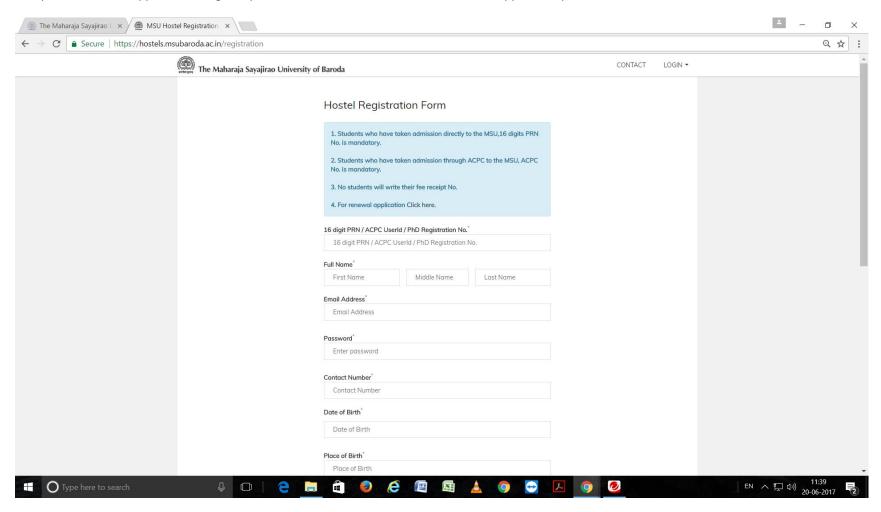
To apply online for admission to the hostel, open the website https://hostels.msubaroda.ac.in

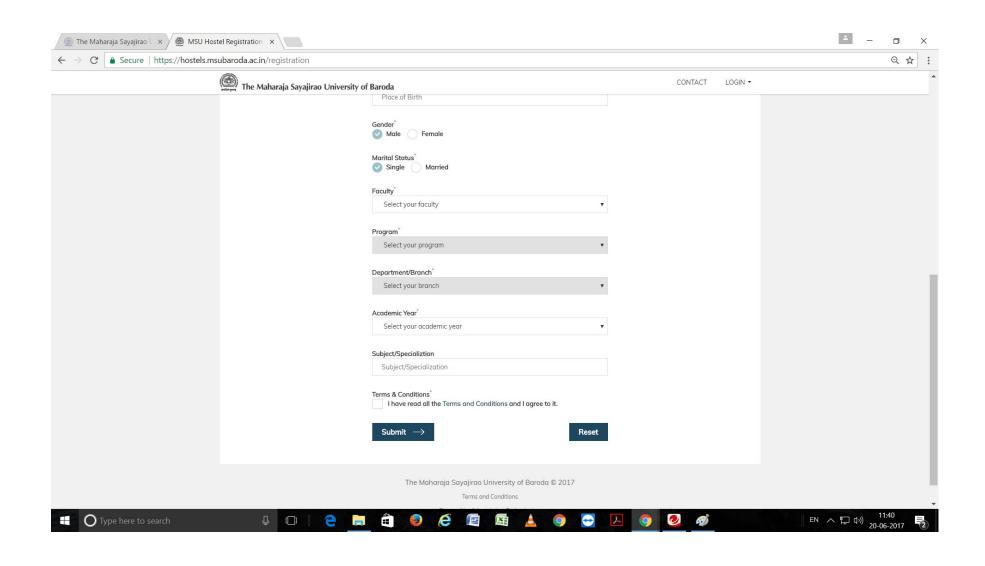
If the student is applying for the admission to the hostel for the <u>first time</u>, click on "New Registration".

For <u>renewal of admission</u> to the hostel, clock on "Student Login". For guidelines for online application for renewal of hostel admissions, go to page 11.

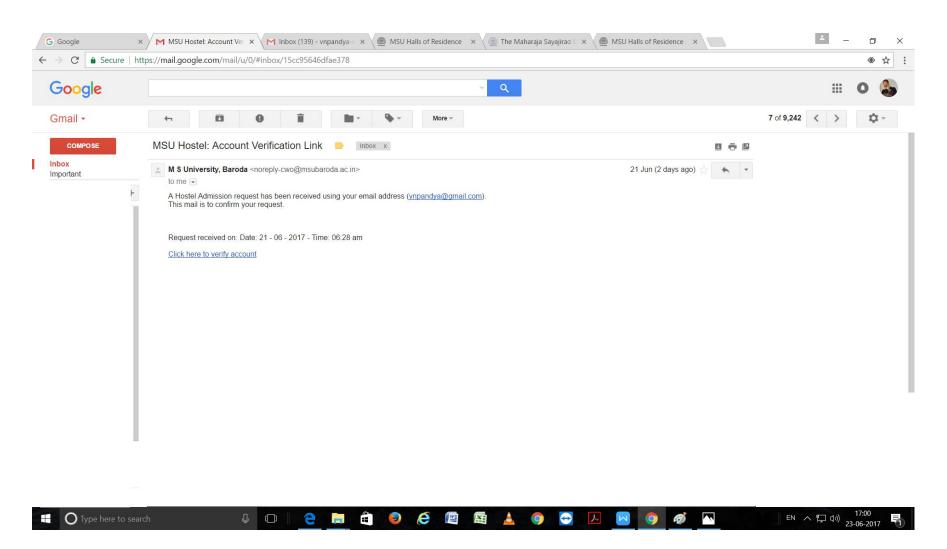


First time applicants <u>must fill correct information</u> in the Hostel Registration Form by themselves. Special care should be taken while filling the details in this form. In the "password" field, applicant must give a password that he/she wants to use for hostel application process.

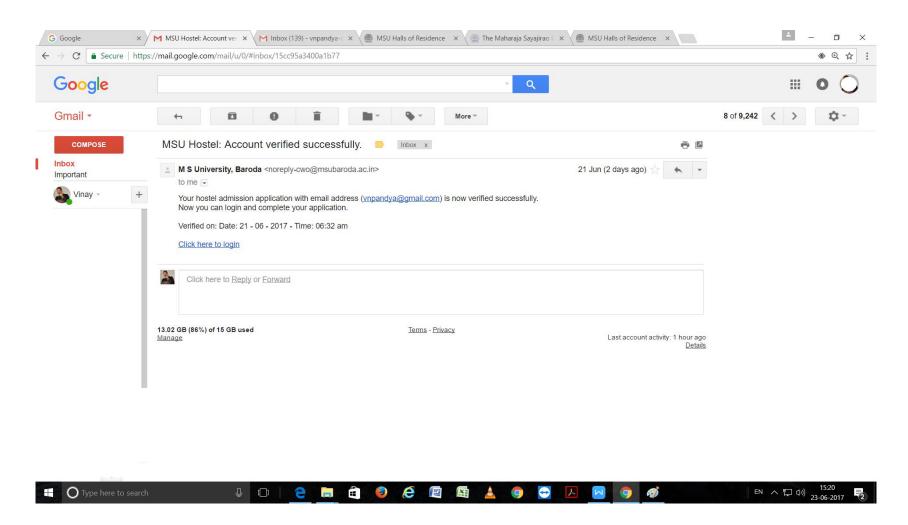




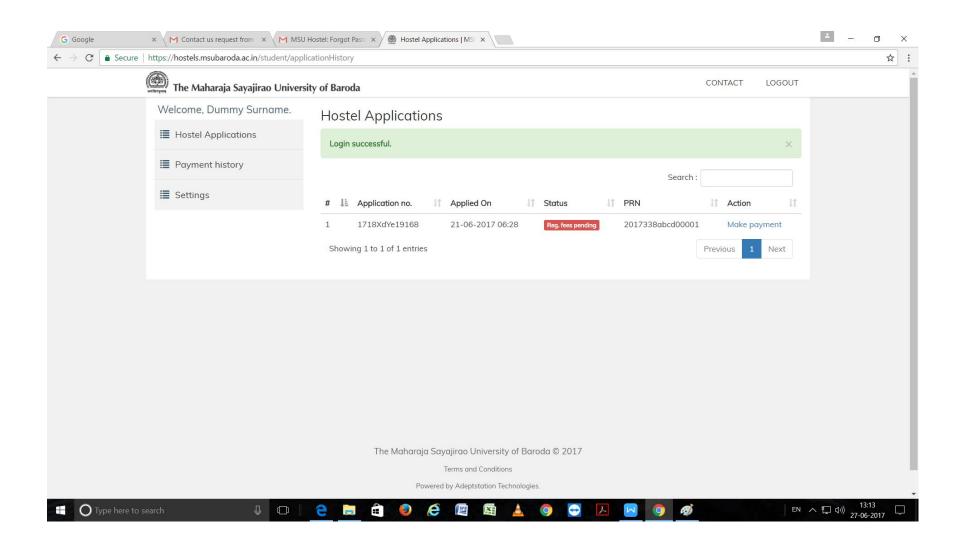
On submission of the Registration Form, an e-mail is sent to the applicant's e-mail account for verification. Log in to your e-mail account, open the email received from <a href="mailto:noreply-cwo@msubaroda.ac.in">noreply-cwo@msubaroda.ac.in</a> with subject "MSU Hostel: Account Verification Link". click on "Click here to verify account" to complete the verification of your e-mail address.



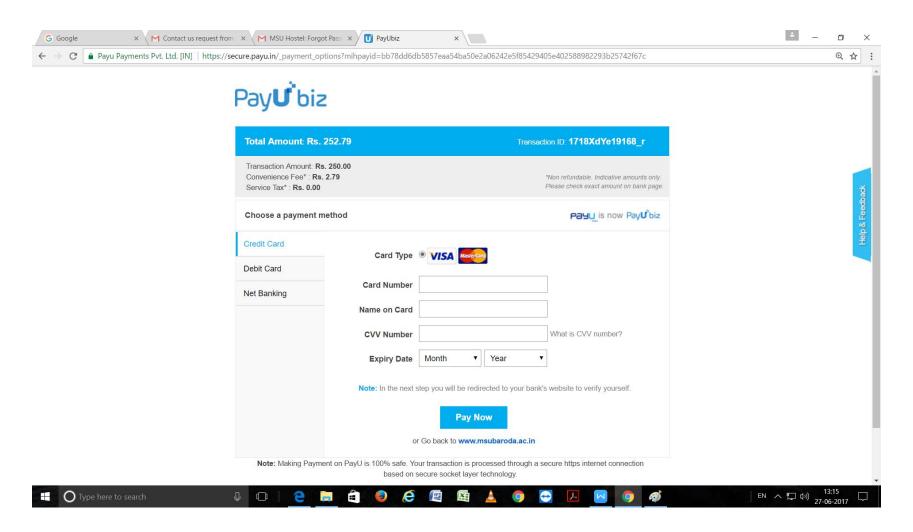
Once the applicant's registered email address is verified, another e-mail is sent to applicant's email address with subject "MSU Hostel: Account verified successfully". click on "Click here to login" to go to the login page.



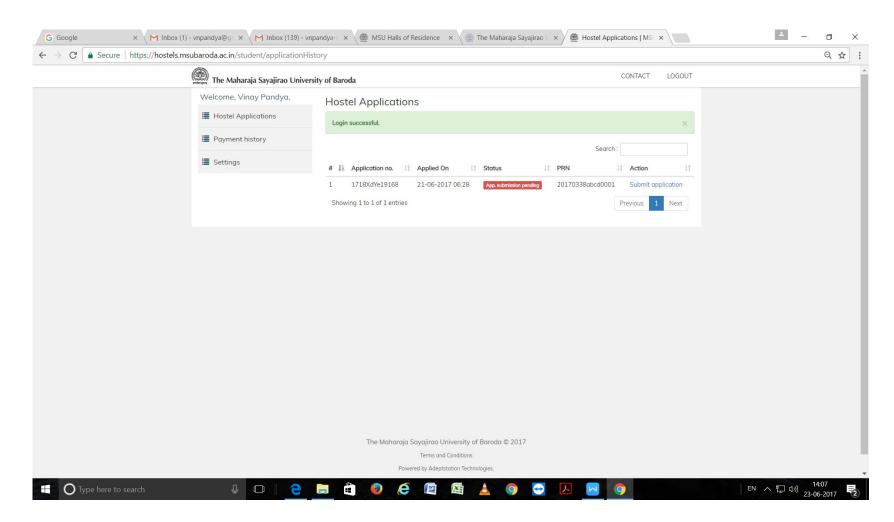
Applicant is required to log in to the system with the verified e-mail address, password and birth date. After logging in, the application status of all applications, previous and current, is displayed. On the current application, click on "make payment" action to make the online payment of application fees.



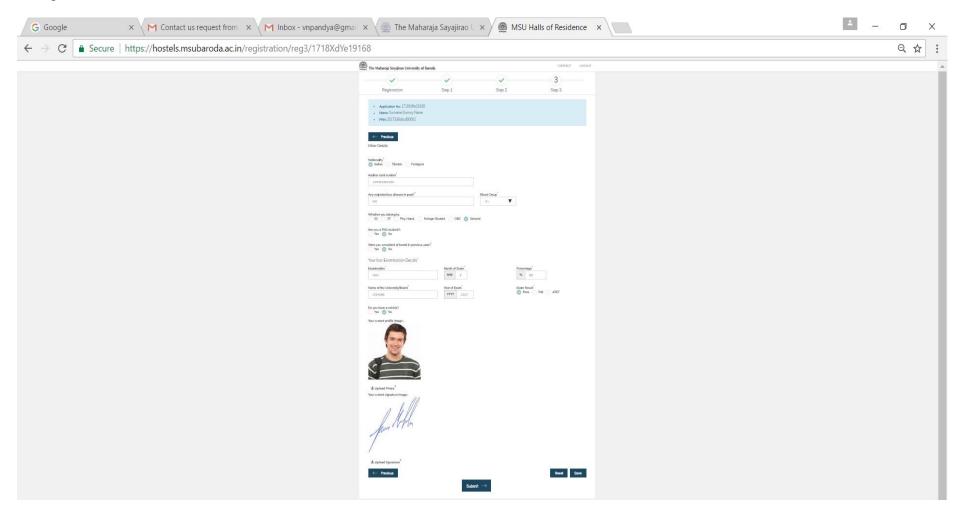
Applicant will be taken to online payment gateway for the online payment of application fees. Applicant can make payment either using credit card or debit card or net banking.



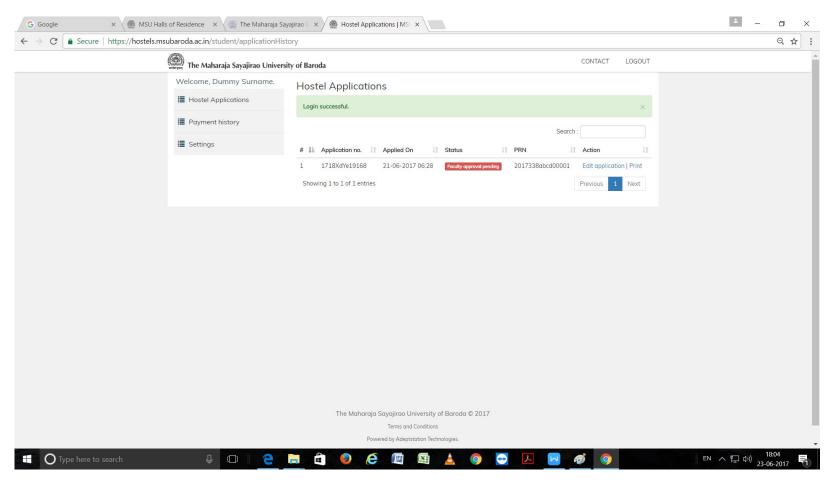
If the payment is unsuccessful for any reason & the application status is not updated in the applicant's profile, , applicant must try to make payment till the status becomes "App. Submission pending" and action shows "Submit application". Once the application fees are paid, the application status automatically becomes "App. Submission pending" and action shows "Submit application". Click on "Submit application" to fill up the remaining details of the application form in 3 steps and finally submit the application.



After the application is completed with all required correct information and photograph and signature uploaded, the applicant has to submit the application, by clicking on the "Submit" button.



The application is now submitted for further approval process. Applicant can edit the application till the approval of the faculty is endorsed. Applicant is advised to print the application at this stage and preserve a copy of the application.



The online application process to be executed by a fresh applicant student ends here. After submitting the final application, it takes about 2 to 4 weeks to complete the admission process.

