

# The Maharaja Sayajirao University of Baroda

## Instructions for Online Hostel Admission Applications

1. Process of Online Application for Hostel Admissions must be carried out by the student himself/herself.
2. Open URL <https://hostels.msubaroda.ac.in/> OR open URL <http://www.msubaroda.ac.in/> and click on “Hostel Admissions” available on the upper right corner.
3. Read the instructions and “Rules & Regulations” before proceeding for registration.
4. Register yourself by filling up minimum necessary information & pay the application fee of Rs. 250.00 online.
5. Please mention your 16 digit PRN given by MSU (e.g.2016033800012345) **OR** ACPC/ACPDC User-Id for students of B.E./M.B.A./M.C.A/Polytechnic **OR** Ph.D. Registration No. correctly. **Application forms without correct PRN, ACPC/ACPDC User-Id or Ph.D. Registration No. will not be entertained.**
6. Once the online payment of Application Fee is successful, a unique Application Number shall be generated and displayed. Please note down your Application Number for future communication.
7. You will also receive an e-mail on your registered e-mail address.
8. Proceed further and complete and save the details of the Application Form. Once all information is filled & saved, click “Submit” button on last screen. Once you submit the application, you cannot change/modify any information.
9. You can print your application from the “Print Application Form” option on the main page.
10. Please do not submit more than one applications in haste. Sometimes it takes about 24 hrs. to update Online Payments details.
11. After you submit your application, wait for at least 2 weeks for verification of your application & approval. A merit list of all the students, who have applied for hostel admissions is prepared by the faculties. Hostel Admissions are given on the basis of the merit.
12. You can also check the status of your application online. With every step of application processing, the application status shall be automatically updated.
13. If your application status does not change for a long time after submitting, your application may be pending for its turn in the merit list. Please do not call/e-mail in anxiety or haste.
14. **Please remember that no. of applications are usually more than available vacancies in the hostels. Therefore, applying for hostel admissions does not guarantee admission to the hostel. Hostel admissions are usually given on the basis of merit & distance of residence from Vadodara. Students are advised to simultaneously explore alternative options for accommodation.**
15. **Office of the Chief Warden will not be responsible for not admitting a student in case any incorrect information is submitted in the application form.**
16. Students who have stayed in the hostel during the previous academic year (e.g.2015-16) and desirous of renewing their stay in the hostel are also required to submit their applications online after passing the previous year examinations and paying the tuition fees of the current academic year.