The Maharaja Sayajirao University of Baroda

Instructions for Online Hostel Admissions - 2017-18

Online application is a compulsory process for obtaining admission to the Hostel

Applicant must keep the following information ready before proceeding for 'Online Application for Hostel Admission'.

1. Applicant's own/parent's functional **E-MAIL ID** and **MOBILE NUMBER**. [They will be used for all future communications from the Office of the Chief Warden. E-mail Id will be used as applicant's Login-Id]. Keep a password ready before proceeding for registration.

2. **Scanned copy of passport size COLOR PHOTOGRAPH & SIGNATURE in white background**

3. Applicant's AADHAR CARD NUMBER

4. Residential Addresses, Permanent & for Correspondence.

5. Residential Address & Contact details of Local Guardian, in case of female applicants.

6. Result details of previous academic year.

INSTRUCTIONS FOR NEW APPLICANTS

1. Process of Online Application for Hostel Admissions must be carried out by the student himself/herself. Please do not rely/depend on any other person to fill up your online application.

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. **OR**
   - User-Id of Online Admission Application on Digital University portal**.**

   Application forms without correct PRN, ACPC/ACPDC User-Id, Ph.D. Registration No. Or Digital University User-Id may not be entertained.

6. **Give your own e-mail id only. If you do not have one, then create one for your own. Do not use anyone's e-mail id in your application. Your e-mail id will be your User-Id for further processing of your application. Please give a password, other than your e-mail password, in the field for password.**

7. Once the basic information for registration is submitted, your user account will be automatically generated, even if the payment of application fee is not successful. Log in to the software with your e-mail id, password and birth date for further process.

8. 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.

9. You will also receive an e-mail on your registered e-mail address.

10. Login with your e-mail id and password to the software and 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.

11. Please do not try to submit more than one applications in haste. Sometimes it takes about 24 hrs. to update Online Payments details. Check your payment status through your login.

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. You can print your application from your login.

14. 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 respective faculty. Hostel Admissions are given on the basis of the merit.

15. If your application status does not change after submitting for a long time, your application may be pending for its turn in the merit list. Please do not unnecessarily call/e-mail in anxiety or haste.

16. **Please remember that no. of applications are usually more than available vacancies in the hostels. Therefore, <u>applying for hostel admissions does not guarantee admission to the hostel</u>. 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.**

17. **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.**

18. Students who have stayed in the hostel during the previous academic year (e.g.2016-17) and desirous of renewing their stay in the hostel are also required to submit their applications online, using their e-mail id as login, after passing the previous year examinations and paying the tuition fees of the current academic year.

19. Preserve all the e-mails and SMS sent to you regarding hostel admission information, for future reference.

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INSTRUCTIONS FOR APPLICANTS FOR RENEWAL OF ADMISSIONS

1. Process of Online Application for Hostel Admissions must be carried out by the student himself/herself. Please do not rely/depend on any other person to fill up your online application.

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. Go to Student Login. Enter your e-mail id and birth date and click on "forgot password?" link. You will receive your password in your mailbox.

5. Log in with your e-mail id, password and birth date.

6. Go to application status, click on "Next Step". It will take you to payment gateway for the payment of application fees of Rs. 250.00

7. 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. You will also receive an e-mail on your registered e-mail address. Preserve the e-mail.

8. Go to application status, click on "Next Step". The first page of your application will open. Update your correct 16 digit PRN given by MSU (e.g.2016033800012345) and any other relevant details, like academic year. Complete step one, two and three for filling up the form. Enter relevant examination details and result details in the last form and submit the application.

9. **Application forms for renewal of hostel admission without correct PRN will not be entertained**.

10. Once all information is filled & saved, click "Submit" button on last screen. Once you submit the application, you cannot change/modify any information.

11. Please do not try to submit a fresh application through "New Registration", if you have continued in the same academic programme. If you have sought a fresh admission in any of the programme in the university, submit a fresh application through "New Registration". For example, if you have stayed in the hostel as a final year student of B.A. in the previous academic year and seeking admission in M.A. in the current academic year, you are required to apply as "New Applicant".

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. You can print your application from your login.

14. 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 respective faculty. Hostel Admissions are given on the basis of the merit.

15. If your application status does not change after submitting for a long time, your application may be pending for its turn in the merit list. Please do not unnecessarily call/e-mail in anxiety or haste.

16. 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.

17. 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.

18. Preserve all the e-mails and SMS sent to you regarding hostel admission information, for future reference.