

**OFFICE OF THE HOSTEL SUPERINTDENT**  
**SHILLONG POLYTECHNIC :: SHILLONG**

**Procedure for hostel online admission (Boys/ Girls)**

1. Visit hostel website <http://hostel.shillongpolytechnic.com>
2. Choose 'boy' or 'girl' hostel
3. Click 'register here' for new student or login if account already exists.

**For registration**

1. Click 'register here'.
2. Dully fill all the required fields.

**New students for Semester 1**

3. **NB:** Using with the 'online application id' fill in the 'OA' field.

**Students for Semester 2-6**

4. **NB:** Using with the 'roll no' fill in the Roll no field.
5. Click 'Register button' after successfully filled all the required fields.

**Application Form**

6. Fill the entire required fields in the application form.
7. Image format accept only jpg, jpeg, png and size should below 100kb. **(For Fist Year need not be in Uniform)**
8. Click final submit after successfully filled the entire required fields.
9. Take a printout of the application form and submit to the hostel office either boy or girl hostel and attached with the required documents as mention in the application form. **(To be submitted later when the List is out)**

Sd/-

Hostel Superintendent  
Shillong Polytechnic