

INSTRUCTIONS TO APPLY FOR HOSTEL THROUGH ONLINE MODE

Step 1. Register first before filling in the Application Form. **(DO NOT FORGET THE EMAIL AND THE USER PASSWORD)**

Step 2. Fill in the correct Information in the Application Form and click on 'submit'.

Step 3. Log in with your email id and password to check in the 'Alloted Room' – If you are allotted a room, then you are selected. If not then your status is in the **waiting list** and **pending**.

Step 4. If you are allotted a room - Your payment button will appear. Pay the Hostel Fees of Rs. 1100/- through SBI Collect. **(DO NOT MAKE ANY PAYMENT WITHOUT ENSURING THAT YOU ARE SELECTED AND ALLOTTED A ROOM)**

Step 5. Print and Scan the Online Payment Receipts and upload the same in the website by clicking on the 'Upload SBC Receipt' in the Room Status.

Congratulations your 'online application' is completed.

INSTRUCTIONS TO BE CARRIED AFTER COMPLETING THE ONLINE MODE DURING THE ADMISSION IN THE HOSTEL.

Step 6. Submit the printed Application Form, ST/SC/OBC Certificate, Marksheets, Residential Certificate (EPIC/Adhar Card), Online Payment Fees Receipt, Character Certificate and Affidavit for Hostel to the office of the Hostel Superintendent (Girls are to submit to the office of the Female Warden in the Girls Hostel).

Step 7. Pay the **Security Deposit = Rs. 3000 (Refundable)**, **Maintenance and Welfare Fees Rs. = 600 (Non Refundable)**, and **Mess Fees of first month Rs = 1800** to the Hostel Superintendent. (Girls are to make payment to the office of the Female Warden in the Girls Hostel).

Sd/-

Shri. K. Kharkongor
Hostel Superintendent
Shillong Polytechnic
Shillong