

International Hostels, Anna University, Chennai – 25.

Application Form for Allotment of Rooms

(Fill the form with Capital Letters)

Name of the Applicant : Telephone No. Off. :
(in Block Letters) Res. :

Intercom No. :

Designation :

Department / Address : Cell No. :

Name, Address and
Designation of the Guest : _____

: _____

Mobile No. : _____

Purpose of visit* :

(*Recommendations of HOD/ Director / Dean
Faculty Adviser / Faculty In-Charge)

Probable Date and time of Arrival :

No. of Rooms required in the International Hostels :

Type of Room	Rent Amount per day per person	Proposed period of stay (Date)		No. of persons	Total No. of Days	Total Amount to be paid (Rs.)
		From	To			
Executive (A/c with TV)	Rs.1500/- (One person only)					
Ordinary (A/c)	Rs.750/-					

Payment : Online Transfer only (UPI / NEFT)

Rent Payable : by the Department / by the guest at the time of arrival

Dated :

Signature of the Applicant

Guest

Seal

Signature of HOD / Director / Dean (University Dept)

For Office Use only

Availability of Rooms : Yes / No

Room No. Allotted :

Receipt No. & Dt.

Amount Paid

RS.

Asst

Manager

Executive Warden