

**International Hostels, Anna University, Chennai – 25.****Application Form for Allotment of Rooms****(Fill the form with Capital Letters)**

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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 is essential if purpose of visit is official)

Probable Date and time of Arrival :

No. of Rooms / Facilities required in the International Hostels:

Type of Room (Air –conditioned)	Rent Amount per day per person	Proposed period of stay (Date)		No. of persons	Total No. of Days	Total Amount to be paid
		From	To			
Deluxe	Rs.1000/-					
Ordinary	Rs.500/-					

Payment / Advance payment by :

Online Transfer only (<https://www.onlinesbi.com/sbicollect/icollecthome.html?corpID=1473558>)

Amount: Rs.

Dated:

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

Date:

Signature of the Applicant

Seal

Signature of HOD / Director / Dean

**For Office Use only**

Availability of Rooms : Yes / No

Room No. Allotted :

Asst

Manager

Executive Warden