

**REQUISITION FOR HOSTEL FACILITY**  
THROUGH PROPER CHANNEL

Name of the Student : \_\_\_\_\_ Nationality: \_\_\_\_\_

Name of the Father : \_\_\_\_\_ Ph: \_\_\_\_\_

Name of the local guardian (if any) : \_\_\_\_\_ Ph: \_\_\_\_\_

Gender : Male / Female      DOB : \_\_\_\_\_

Program : \_\_\_\_\_ Application Number : \_\_\_\_\_

Full Address : \_\_\_\_\_  
\_\_\_\_\_

Student Phone Number : \_\_\_\_\_ Email: \_\_\_\_\_

TO  
THE SECRETARY  
GITAM UNIVERSITY  
VISAKHAPATNAM

Dear Sir,

I got provisional admission in GITAM Institute of Management, GITAM University, Visakhapatnam for the year 20\_\_ - 20\_\_ in \_\_\_\_\_ Program. I require on-campus hostel accommodation.

I assure you that I follow the rules and regulations imposed by the Hostel Authorities. I will pay the stipulated Deposit immediately after receiving confirmation from your end.

Kindly do the needful. Yours Sincerely,

(Name)