

**APPLICATION FORM FOR HOSTEL ACCOMMODATION FOR EXTERNAL CANDIDATES
(INTERNSHIP, INTERVIEW, WORKSHOP, SEMINAR, CONFERENCE, ETC.)**

Name of the Candidate : _____
Sex (Male/Female) : _____
Age : _____
Organization : _____
Nationality : _____
Email-ID : _____
Mobile No. : _____
Address : _____

Period From ___/___/___:___ am/pm to ___/___/___: ___ am/pm (DD/MM/YY: am/pm)

Name of course/conference/workshop/Interview with stream etc: _____

Name of DUK Faculty associated with:_____

Booked by_____

For Hostel office use only

Course/conference coordinator

Confirmation of booking
(Hostel Matron)

DETAILS OF HOSTEL ACCOMMODATION FEES

S. No.	Days of Stay	Amount
1	≤ 7 days	Rs. 300 per each day + Caution Deposit of Rs. 2,000
2	8-14 days	Rs. 300 per each day + Caution Deposit of Rs. 3,000
3	> 14 days	Normal Hostel fees for a month + Caution Deposit of Rs. 6,000

HOSTEL GUIDELINE

- Identification: All guests are required to present a valid photo ID upon arrival.
- Application Process: Either the candidate or the course coordinator can complete the required form and submit it at least one week before arrival to **hosteloffice@duk.ac.in**.
- Accommodation: The hostel provides twin-sharing rooms equipped with a cot, mattress, almirah, table, and chair. Additional items such as bed sheets, pillows, and blankets are available for a nominal charge.
- Payment: Candidates are required to pay in advance per person, upon check-in. Please note that charges may vary based on the University's guidelines.
- Meals: Dining charges are not included in the accommodation fee. Candidates must pay the mess contractor separately for their meals in advance for the period of their stay.
- Check-In: Candidates are required to report to the hostel office upon arrival at any time.
- Property Damage: Any candidate found to have damaged University or hostel property will be subject to significant fines.
- Conduct: All candidates must adhere to the hostel rules and the code of conduct.
- Cancellation: In case of cancellation, one day will be counted on a 24-hour basis or a part thereof, commencing from the time of arrival.

Date

Signature of Candidate