

Nnamdi Azikiwe University
Student Affairs Unit
Hostel Application Process

Students who wish to secure accommodation in the University hostels are required to complete the application process online through the Hostel Management Portal.

Step-by-Step Guide

1. Create an Account
 - Visit the Hostel Portal: <https://hostels.unizik.edu.ng>
 - Register using your Registration Number and personal details
 - Create a password to access your account

2. Log in to Your Dashboard
 - Sign in using your Registration Number/Email and password
 - Access your personal dashboard to begin the application

3. Pay Hostel Application/Service Fee
 - Make payment for the hostel form and service charges
 - This step activates your eligibility to proceed with room reservation

4. Reserve a Hostel Space
 - Click on "Reserve Room" or Reservation Menu
 - Select your preferred:
 - Hostel
 - Floor
 - Room
 - Bed space

5. Generate Payment Invoice (RRR Code)
 - After selecting a room, generate a Remita Retrieval Reference (RRR)
 - This will be used for hostel accommodation payment

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6. **Make Accommodation Payment**
 - Pay the hostel accommodation fee via:
 - Bank
 - Online payment platforms
 - Return to the portal to confirm payment

7. **Confirm Allocation**
 - Once payment is successful, your hostel space is secured
 - Ensure confirmation reflects on your dashboard

8. **Physical Clearance & Documentation**
 - Print payment receipts
 - Proceed to the Student Affairs Office for verification
 - Complete hostel registration and collect necessary items (e.g., mattress)

Important Notes

- Hostel allocation is time-sensitive and competitive (first come, first served)
- Reservations without complete payment may be released after a short period
- Students must comply with all hostel rules and regulations
- Unauthorized resale or squatting is strictly prohibited