

ONLINE HOSTEL ACCOMODATION FOR 2015/2016 ACADEMIC SESSION FULL TIME (UNDERGRADUATES)

METHOD OF APPLICATION

1. Go to the University of Benin website - www.uniben.edu. Click on Student Portal
2. Click login and enter login details (Using Student Id and Password)
3. Click on **My Data** and choose **Payments**
4. Create and pay for a **Bed Allocation fee** ticket, using any valid Verve or Master ATM Card from any Nigerian Commercial bank.
5. Click on **My Data** and choose **Accommodation Data**
6. Click "Book Accommodation" and enter the Activation code on the Bed Allocation ticket earlier paid for (Example is HOS-0-0123456789)
7. If successful, print out an acknowledgement slip that contains the Hostel Payment and Allocation details.
8. Pay your Hostel maintenance fee by creating and paying for the ticket under the payments Option.

PLEASE NOTE:

- Pay for your Hostel maintenance charge within 4 days of being assigned a space to avoid forfeiting it.
- The Bed Allocation ticket is valid for only one **successful** booking.
- All Students must have paid relevant school fees for the 2015/2016 session before attempting to book for accommodation
- Only Freshers (Newly Admitted Students) and Final Year Students are enabled to book for accommodation
- Only Freshers that have completed their physical clearance exercise and are duly cleared are enabled to book Accommodation
- Only returning students that have their results uploaded after senate approval are enabled to book for accommodation
- Only senate approved categories Successful (A) or Students with Carryover (B) are enabled to book for accommodation
- Bed Allocation Fee (N1,000 (Fee) + N300 or N500 (Student Union) + N150 (Card Charge)) That is N1450 for Returning Students and N1650 for Freshers
- Hostel Maintenance Fee (N8,000 or N12,500 + N150 (Card Charge))
- Ensure you book for accommodation that you actually intend to stay in. Booking in proxy and/or sales of assigned spaces are illegal and unethical. **For avoidance of doubt if you do not intend to stay in the hostels please do not book for a space!**