



Meru University of Science & Technology

## User Manual for Hostel Booking – September 2021

# HOTEL BOOKING PROCEDURE

1. Students pegged to Town Campus who try to book the hostels will receive the notification as shown below.

The screenshot shows the Meru University Online Application Portal. A yellow arrow points to a notification banner at the top that reads: "Please note that the University doesn't offer accommodation at TOWN campus. You are advised to look for alternative accommodation." The left sidebar menu has "Hostel reservation" circled in red. The main content area shows the "Registration status" for a student, which is "APPROVED". The status description states: "You have successfully provided your personal details, uploaded your National ID/Birth certificate, academic certificates/result slips and passport. You are now required to download and print the admission letter, students' instructions form, admission documents and fee structure of the course you are admitted to. Upon payment of the fee for the first semester in full, you will automatically be admitted and receive instructions on how to access the student's portal in your email address. You should bring with you the original and copies of K.C.S.E results slip, national Identity Card/Birth certificate, or other relevant certificates and two colored passports during the registration day." Below this, there are links for "Admission letter", "Letter of Acceptance (Download fill, scan and upload)", "Instructions to Students (Click here to download)", "Student Personal details (Click here to download)", and "Accommodation declaration form (Click here to download)".

2. Students in Main and Marimba campus will be able to book the hostels by selecting only the hostel name as shown below.

The screenshot shows the Meru University Online Application Portal. The left sidebar menu has "Hostel reservation" circled in red. The main content area shows the "Reserve Hostel" form. The form has a label "Hostel name/code:" and a dropdown menu with "--Select--" and a downward arrow. A blue "Submit" button is below the dropdown. A yellow arrow points to the dropdown menu. At the bottom of the page, there is a footer: "Copyright © 2021 Meru University All rights reserved. Powered by DSL Systems & Solutions Ltd."

3. After successful Hostel reservation, the students will be notified and asked not to make payment until they are accommodated.

The screenshot displays the Meru University Online Application Portal interface. On the left is a dark green sidebar with navigation options: Registration Status, Register, Hostel reservation (highlighted), and Profile. The main content area features a green notification bar at the top stating "Hostel Reserved successfully. Please pay the indicated hostel space cost." Below this is a "My Reservations" section with a table. A yellow arrow points to the "Status" column of the table, which contains a yellow warning box with the text "Pending Allocation. Please wait before making any payment for accomodation".

Hostel	Room	Space	Academic year	Semester	Hostel Fees (Ksh)	Status
HOSTEL_A			2018/2019	SEM1-2019/2020	0.00	Pending Allocation. Please wait before making any payment for accomodation

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