

**Guidelines how to fill up the On-Line Application Form
for allotment of University accommodation.**

1. The applicant is required to open the webpage <http://estate.du.ac.in>
2. After that, the applicant/user is required to click on **“Register Now”**. He/She would require to fill up all his/her details at **“New Registration”** column. After that, his/her registration would be done.
3. After that the applicant would be require to login **“Employee ID”** (printed on the back side of the University Identity Card/or on the Employee salary slip) and require to fill all the details.
4. Then, the applicant will be need to click on **“Step-I Online Application Form”**.
5. Please choose correct option from application type
 - (i) **Fresh** - Applicant who is applying for the first time.
 - (ii) **Change in same Type** - Applicant who is already residing and want to change in same category/location etc.
 - (iii) **Both**- Applicant who is required to apply for fresh as well as to change in the same type.
6. While filling all the details in Online Application form in Column No.3, the applicant would be required to upload his/her coloured photograph of **“maximum size up to 150 KB in JPG format”** only.
7. Then, he/she has to click on **“Step-II Choose House Type and Locality”**. He/she has to fill/specify the house type and locality/area. He/she can fill a maximum of 20 different choices of locality and house type. Every applicant is advised to refrain from filling up flat/house number in a chosen locality as it will foreclose, the options of being considered for allotment of any other flat/accommodation in his/her chosen locality which may be available at the time of allotment. Once he/she confirms the choices, then no change/edit will be allowed.
8. After filling the choices of accommodation in Step-II, the applicant will be required to confirm and then click on **“Step-III Print Form”**. Then, the system would generate unique **“Application Reference Number”** and date of applying. After taking the print out of the form, the applicant will put his/her signature on it. The application will be verified by the concerned HOD/Dean/Office-In-Charge and forwarded to the Estate Section, Room No.110, New Administrative Block, University of Delhi.
9. After filling all the details in the application form and submitting to the Estate Section, no change will be allowed. The applicant will be responsible for all the details provided by him/her in the application form. If at any time, the filled details of the applicant are found to be false, necessary action would be initiated as per the University rules.