

Enter your Email ID

Enter your password: 123456

## How to apply on IUMS portal:

1. Open <https://iums.kuk.ac.in/login.htm> in your Google Chrome

2. Select Second Option i.e. IUMS Portal (Existing Emp./Student) and enter your email id which was given at the time of admission. (Password by default is 123456) one time and immediately change your password.
3. Click on your Name which is shown on right side top of the site. Then this window are appear on your screen:

4. All admitted students are directed to complete their **personal details, Parent Details, Xth Details, XIIth Details**. All these details are mandatory for every student.
5. You are directed to upload the pdf file of 12<sup>th</sup> DMC on IUMS portal
6. You are directed that all information regarding you fill in the your profile as per your Documentation. (Like your Name, father's name, Mother's Name and all other information.)
7. After complete all details Student Click on the **Facilities option** and Click on Hostel and after that Hostel Registration option.
8. After filling the Complete Hostel form on IUMS portal, the hard copy of Hostel form must be submitted in the Office of UIET, after verification by UIET office the hostel forms will be sent to the Chief Warden Office /Boys/Girls for final approval.
9. Without complication your student profile you can't apply the Hostel.
10. In Personal Details Student Photograph and Signature is Mandatory.
11. **When you fill your personal details so please aware for save option, you click this save button When you ensure that all columns completely filled and your photograph and Signature are uploaded on the IUMS Portal.**

## Hostel Form Submission Workflow

1. **Online Filling:** "Filling complete Hostel form" on the **IUMS portal**.
2. **Hard Copy Submission:** Print out the completed form and submit the physical hard copy with photocopy of Adhar Card ,PPP ID & Anti ragging form to the **UIET Office** (Room No. 225)
3. **Verification:** The UIET Office reviews and verifies your submitted hard copy.
4. **Final Approval:** Once verified, UIET routes the forms to the **Office of the Chief Warden** (Boys or Girls, depending on the applicant) for final approval and room allotment.