



Department of Residential Life and Housing

Room Change/Room Transfer Request Form

Processing of the Room Change Requests begins ten (10) business days after the official opening date of university housing each semester. Each semester flyers will be posted in RHO regarding the end date of the Room Change period. Students may not proceed with a room change/transfer until written approval is received from the Department of Residential Life and Housing. **Please note:** Completed Room Change/Transfer Request forms must be submitted to the Area Office. The student **must** discuss this request with his or her Resident Assistant before submitting this form. *Requests may not occur on a first-come-first-serve basis.*

Full Name: _____ **Date Received :** _____
First Last MI (Office Use Only)

Current Assignment: _____
University ID# Suite/Room # Room Phone # Mailbox #

Please select one of the following options:

Option 1 - If the student would like to switch to another suite or room, please submit request form at the **Area Office** and we will try to match you with your request.

Preferred Room Assignment

Suite #: _____ Room Letter _____ or Type: _____
(Double or Single)

Option 2 – Students who wish to switch rooms together, **MUST** make an appointment and appear in person together to make the room change (switch).

Name University ID# Suite/Room # Phone # Mailbox # Signature

Name University ID# Suite/Room # Phone # Mailbox # Signature

Please specify the reason for making this request (Option 1 or 2):

Resident Assistant Signature: _____ **Date Discussed:** _____

Currently students may be awaiting available space in the residence hall. Room Changes/Transfers into empty spaces **may or may not** be approved. Following the ten-day freeze the student will be notified via their RHO **Mail Box** whether or not the request is approved. If approved, the deadline to complete the relocation will be noted with approval documentation. If the student moves prior to approval he or she will be required to move back to the original assignment and Improper Room Change charges will apply. The request will be denied. The student must sign for new suite/room keys at the Area Office within 48 hours of assignment notification and complete all check-out processes for your current room assignment.

Note: Using online networking sites to make complex generalizations about those we live, work and commune with is not the best way to make first impressions. We are unable to approve room change/transfer requests based on profiles from online networking sites. It is best to first to interact with and find out what each student has in common and what can be learned from the other. If the student is not convinced and/or request another assignment, and the semester has not begun, the student can attempt to change rooms using this form keeping in mind the Room Assignment Freeze may prohibit the change occurring immediately. We are unable to render a decision at the time of the request.

Do not write below this line - Office use Only

New Assignment: _____ Not approved: _____ Date: _____ Initial: _____

Pro. Staff Signature