

Residence Hall



Room Transfer Request

Applicant Information

Name: _____ ID Number: _____

Current Room: _____ Please Circle: Athletic Men's Men's Women's

Phone Number: _____ Email: _____

Reason for Request:

New Room Number: _____ New Roommate: _____

New Suite Mates:

By signing below I affirm that I have discussed this change with my roommate(s) and the head resident, assistant resident, or Director of Student Housing. I understand that by submitting this request I am asking to be moved to another room, and that the completion of this form does not authorize me to move into a new room. I may move into a new room when informed by the head resident, assistant resident, or Director of Student Housing. Additionally, I am aware that if I do not respond to a room offer by the given deadline, that the offer may be rescinded. Finally, I acknowledge that this is my one request to change rooms in the residence hall unless an exception has been made by the Director of Student Housing at their discretion.

Signature: _____ Date: _____

Director of Student Housing: _____ Date: _____

Office Use Only

Date Received: _____

Date Processed: _____ Signature: _____

Approve Deny