

# Office of Residence Life

## Request for Room Change Form

This form should be completed only after carefully reading the regulations for room changes listed below. A move cannot occur until your RA, your new RA, and the Hall Director reviews and signs the form. Room changes will only be permitted during room changes and consolidation times- unless given an exception by your Hall Director.

### **DIRECTIONS:**

All room changes must be completed during the allotted room change period. Students who are granted a room change must:

1. Notify your present roommate of the desire to change rooms.
2. Notify your present and perspective RA of the desire to change rooms.
3. Complete the Request for Room Change form and acquire the necessary signatures.
4. Submit the completed form to your Hall Director (HD).
5. After receiving confirmation of the room change, turn in the keys to your current room and obtain your new room keys from your HD.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Current Hall & Room #: \_\_\_\_\_

Perspective Hall & Room #: \_\_\_\_\_

\_\_\_\_\_  
Current Roommate Signature

\_\_\_\_\_  
Perspective Roommate's Signature

\_\_\_\_\_  
Current RA's Signature

\_\_\_\_\_  
Perspective RA's Signature

Hall Director Signature\* \_\_\_\_\_

\*Student must have the hall director signature before a move is possible.

Permission granted to change from room \_\_\_\_\_ to \_\_\_\_\_.

Effective Date: \_\_\_\_\_

NOTES: \_\_\_\_\_