



# Residential Life/Student Housing



## RESIDENCE HALL/ROOM TRANSFER FORM

NAME: \_\_\_\_\_ ID #: \_\_\_\_\_

GENDER: \_\_\_\_\_ Female \_\_\_\_\_ Male

I am requesting to transfer from \_\_\_\_\_ Hall/Room#

to \_\_\_\_\_ Hall/Room #.

Reason for Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that this is a request and may or may not be granted at the discretion of the Director of Residential Life.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

Approved  Disapproved

\_\_\_\_\_  
Director of Residential Life Signature & Date

### New Residence Hall

This Student has been assigned to room number \_\_\_\_\_ in \_\_\_\_\_ Hall.

Date available for Check- in & Time: \_\_\_\_\_

\_\_\_\_\_  
Residence Director's Signature

### Previous Residence Hall

Key returned? \_\_\_ Yes \_\_\_ No Check-out Date& Time: \_\_\_\_\_

\_\_\_\_\_  
Residence Director's Signature

This student's room has been inspected and has revealed the following:

\_\_\_\_\_

\_\_\_\_\_