Room Change Request for Resident Life



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RESIDENT LIFE FORM :: INSTRUCTIONS

RL007

Room changes are decided by your Resident Director. Complete the left side of this form and submit to your RA. You will be notified of approval within a few days of submission.

Student: To be Completed I			To be Completed by the F	by the Residence Life Office:	
			Student Initiated Room Change		
Student ID Number			Administrative Room Change		
Name (print last name fi	irst)		Yes No Initia	Extension Changed	
Student Signature			Approved By — Resident Director		
Date Initiated			Date	_	
Present Room Assignment:			At time of move: Yes No RA Initial		
Residence Hall				Room and Mail Keys Returned Apparent Damages	
Room	Extension			Date	
Approved By — Resider	nt Director				
Date			RA Signature Date	Time	
Room Assignment:			Additional Information	:	
Residence Hall					
Room	Extension				
Date of Move	Time of Move				