



# ROOM CHANGE REQUEST FORM

In order to make a request to move from one room to another, conversations need to be held with various stakeholders who need to know about and/or approve the move. This form helps to track this and serves as an official administrative notice of the student's intent to change rooms, and signoffs of the stakeholders to ensure that the move is welcomed and properly authorized. This is so the change can properly be tracked by the university.

**FULL NAME OF STUDENT REQUESTING ROOM CHANGE (First Last):**

**STUDENT ID NUMBER:**

**I REQUEST TO CHANGE MY ROOM FROM:**

BUILDING (circle)	ROOM NUMBER (include letter if applicable)
MLH      REGENTS      VIETS	

**TO THE NEW ROOM OF:**

BUILDING (circle)	ROOM NUMBER (include letter if applicable)
MLH      REGENTS      VIETS	

**STAKEHOLDER SIGN-OFFS:**

**CURRENT ROOMMATE (Signature):**

**CURRENT RA (Signature):**

**CURRENT HALL DIRECTOR (Signature):**

**FUTURE ROOMMATE (Signature):**

**FUTURE RA (Signature):**

**FUTURE HALL DIRECTOR (Signature):**

I understand that if I wish to move into a vacant room without a roommate, I will be charged the single room price for the remainder of the academic year.

**SIGNATURE OF STUDENT REQUESTING ROOM CHANGE:**

**DATE:**

DATE RCVD: \_\_\_\_\_ DATE ROOM CHANGE MUST HAPPEN BY: \_\_\_\_\_  
COMMENTS:

☐ APPROVED ☐ DENIED