

# REQUEST TO TRANSFER

Date Received: \_\_\_\_\_

**REQUESTS RECEIVED AFTER NOVEMBER 20th ARE SUBJECT TO A \$100.00 PROCESSING FEE**

*I request to TRANSFER to:* \_\_\_\_\_

(Please state hall name and room type. For example - Residence Commons Single, Cerritos Double Room.)

PLEASE READ CAREFULLY BEFORE SIGNING

*I have read and understand the following:*

1. Requests will be honored on a first-come, first-served basis.
2. I will not be able to move back to my old room after the request has been approved.
3. Requests for specific rooms, suites, buildings and roommates will not be considered.
4. Two students hoping to transfer to a vacating room in order to live together should not request to transfer as there is no guarantee that we will have a vacant room available for both of you to move in to. If your transfer is approved, it is most likely that you will each be assigned to a room that already has one student living in it. We do not move those residents out of their rooms in order to create a vacant room.
5. Students requesting to stay in the residence halls during semester break must request to transfer to Parkside Commons, Residence Commons, International House or Residential Learning College. All of the other residence halls are closed during the semester break.
6. The Housing and Residential Life Office will send written approval/denial of transfer.

*I understand and agree to the following if my request is approved:*

\_\_\_\_\_  
(Initial) I will live in my new room for the rest of the academic year and housing contract.

\_\_\_\_\_  
(Initial) I agree to complete the move within 3 days of approval or before leaving for semester break (office will notify which deadline to follow).

\_\_\_\_\_  
(Initial) I understand that once approval is given, I cannot ask to have my request withdrawn as my old room will have been committed to someone else.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Phone Number You  
Can Be Reached At: (        ) \_\_\_\_\_ Campus I.D. # \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Current Hall \_\_\_\_\_ Current Room No. \_\_\_\_\_ Tel # \_\_\_\_\_

Type of room CURRENTLY residing in:

\_\_\_\_\_ Double Room

\_\_\_\_\_ Single Room

\_\_\_\_\_ Super Single Room

Type of hall CURRENTLY residing in:

\_\_\_\_\_ Regular Hall

\_\_\_\_\_ Very Quiet Hall

FOR OFFICE USE ONLY

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

OFFICE USE ONLY APPROVED FOR:

TYPE: Double Single Super Single

HALL: LA LC RC IH PC RLC