Instructions:
1. Complete a Room Change Request Application with all required information and signatures. All residents of the rooms affected by this request must agree to the room change.
2. Turn in the completed form to the Residence Life office in Suite 361 Stewart Center by the due date.*
3. **Wait to receive an approval email from the Residence Life office authorizing you to move.**
4. Go to the Residence Life Office and pick up your Room Change Authorization Form and temporary Key Card.
5. Take the Room Change Authorization Form to your new RA (in Patriot, Donovan, Lewis) or the RA desk (in NG Suites, Commons, or Owen Hall) where your NEW ROOM is located to check in and receive a room key for your NEW ROOM and complete the electronic room condition report on the housing portal before you move.
6. After moving all your belongings, return to the RA desk where your OLD ROOM is located to check out and return the temporary key card and your room key for your OLD ROOM.
7. You will be fined $50 and/or your housing contract will be canceled at the discretion of the Residence Life office if you change rooms prior to receiving authorization and do not complete all steps in the process.

Person Making Request__________________________________________________ Student ID # 900________________________
UNG E-mail ______________________________________________________________ Phone # __________________________

Current Roommate________________________________________________________ Room #________
(For Apartments, this indicates the individual you share a bathroom with)
Current Residence Hall________ Room #________
(Where you live NOW)

Desired Roommate________________________________________________________ Room #________
(For Apartments, this indicates the individual you share a bathroom with)
Desired Residence Hall________ Room #________
(Where you WANT to live)
or, any available space in: __ Traditional (Donovan/Lewis) __ NG Suites __ The Commons __ Owen Hall __ Double ___Single

Did you complete mediation with your RA &/or RD?  __ Yes __ No

Room changes are on a space available basis. Completion of this form is not a guarantee of room change.

**SIGNATURES REQUIRED OF PERSONS INVOLVED IN ROOM CHANGE**

Your signature indicates that you have knowledge of the room change.

Person Making Request__________________________________________________ Date________
Current Roommate_______________________________________________________ Date________
Current Roommate_______________________________________________________ Date________
Current Roommate_______________________________________________________ Date________
(For Apartments, you must have all three roommates sign. For the suites and traditional halls, only the person with whom you share a room with must sign.)

Current RA ____________________________________________________________ Date________
New Roommate__________________________________________________________ Date________
New RA ________________________________________________________________ Date________

*Room Change Request Forms are due back to Residence Life (361 Stewart Center) by 3p Friday, September 8, 2017. Forms received after this time will not be considered.

FOR OFFICE USE:

DATE RECEIVED__________________________ TIME __________
ROOM CHANGE APPROVED Y/N ____________ BY: ___________________________
NEW RESIDENCE HALL______________________ ROOM #____________