

**Room Change Request Form**  
**Residential Services**  
**Assignments Office**  
**Graduate ( ) Undergraduate ( )**

Date of Request: \_\_\_\_\_

**PERSONAL DATA:** *(Please Print)*

Name: (Last Name, First, MI) \_\_\_\_\_ PennCard #: \_\_\_\_\_ Gender: \_\_\_\_\_

Year Graduating: \_\_\_\_\_ Contact #: \_\_\_\_\_ Email: \_\_\_\_\_

Current Room/Building: \_\_\_\_\_ Room Type: \_\_\_\_\_ Mailbox #: \_\_\_\_\_

Signature: \_\_\_\_\_

Check Class Year:      Freshman\*                      Upper-class                      Graduate

**\*NOTE: Freshman can ONLY apply to room types listed on the Freshman rent schedule.**

|  |
|--|
| Special Circumstances: Please advise us if you have medical documentation on file. |
|  |
|  |

**ROOMATE PREFERENCE:**

|                       |                                |
|-----------------------|--------------------------------|
| Last Name, First, MI: | PennCard # and Current Room #: |
| _____                 | _____                          |
| _____                 | _____                          |
| _____                 | _____                          |

**ROOM SELECTION:** Check **one** and complete the Required Information.

**Mutual Trade:** Check here if you and another student are trading rooms. His/her room change request must be submitted with yours.

His/Her Name: \_\_\_\_\_ Room #: \_\_\_\_\_

**Friend's Vacancy:** Check here if you are moving in with a friend who has a vacancy in their room. Your friend will need to send an email to [living@exchange.upenn.edu](mailto:living@exchange.upenn.edu) to verify that he/she is aware of your request and approve your assignment into his/her vacancy.

**Room Change** to another room: See Rent Schedules under Forms & Downloads at [www.upenn.edu/housing](http://www.upenn.edu/housing) for list of room codes.

If a space in a gender neutral room is available in one of your preferences, would you be interested?    **Yes**    **No**

|               | College House/Building | Room Type |
|---------------|------------------------|-----------|
| Preference 1: | _____                  | _____     |
| Preference 2: | _____                  | _____     |
| Preference 3: | _____                  | _____     |
| Preference 4: | _____                  | _____     |

|                        |                                     |
|------------------------|-------------------------------------|
| <i>Office Use Only</i> |                                     |
| Room Change to: _____  | Room Type _____ New Mailbox # _____ |
| Effective Date: _____  | Date Checked Out of Old Room: _____ |