



Housing and Residence Life

## Room Change Request Form

Processing of the Room Change Requests begins ten (10) business days after the official opening date of University Student Housing each semester. Students may not proceed with a room change/transfer until written approval is received from the Department of Housing and Residence Life.

**Please note:** Completed Room Change Request forms must be submitted to the Housing Office. *Requests are reviewed on an individual basis and may not occur on a first-come-first-serve basis. There is no guarantee that a change will take place.* Students will be notified if/when a room change is available. **Please keep in mind this is an ongoing process based on occupancy so be patient. You will receive an email to your USFSP email address as soon as a decision is made.**

**Full Name:** \_\_\_\_\_ **University ID #:** \_\_\_\_\_  
First MI. Last

**USFSP Email Address:** \_\_\_\_\_@mail.usf.edu **Cell Phone #** \_\_\_\_\_

**Current Assignment:** Building: \_\_\_\_\_ Room # \_\_\_\_\_

### Please select one of the following options:

☐ **Option 1: Switch to another suite or room.**

Please select the type of room you are interested in moving to (please select all that apply):

\_\_\_ USC- 2 Person    \_\_\_ USC- Triple    \_\_\_ RHO-2 Person    \_\_\_ RHO-4 Person    \_\_\_ RHO-6/8 Person

☐ **Option 2 –Switch rooms with another current resident.**

This option requires **both** residents to submit a room change form AND the resident you wish to switch with must sign this document and fill out the information below.

Name	University ID#	Building	Room #	Signature
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Currently students may be awaiting available spaces in the residence hall. Room Changes into empty spaces **may or may not** be approved. Following the ten-day freeze, the Housing Assignments team will begin processing requests; residents will be notified via their **USFSP e-mail** whether or not the request is approved. If approved, the deadline to complete the relocation will be noted with approval documentation. If the student moves prior to approval he or she will be required to move back to the original assignment and Improper Room Change charges will apply the request may be denied. The student must sign for new suite/room keys at the RA Office within 48 hours of assignment notification and complete all check-out processes for your current room assignment by the deadline on the approved room change letter.

Note: Using online networking sites to make complex generalizations about those we live, work and commune with is not the best way to make first impressions. We are unable to approve room change requests based on profiles from online networking sites. It is best to first to interact with and find out what each student has in common and what can be learned from the other. If the student is not convinced and/or request another assignment, and the semester has not begun, the student can attempt to change rooms using this form keeping in mind the Room Assignment 10 Day Freeze may prohibit the change occurring immediately. We are unable to render a decision at the time of the request.

**\*Do not write below this line - Office use Only**

New Assignment: \_\_\_\_\_ Not approved: \_\_\_\_\_ Date: \_\_\_\_\_ Initial: \_\_\_\_\_  
Pro. Staff Signature

## Room Change Request Form

The following information will cover reasons as to why you are requesting this change and steps that should be taken prior to turning your form into the Housing & Residence Life Office. Please read all information and questions carefully before submitting this form.

**1.) I am submitting this request because of a conflict with my roommate(s):**

(Please circle one)

Yes                      If yes, please complete sections 2 & 3.

No                        If no, proceed to section 4.

**2.) I desire a room change for the following reason(s):**

(Please check all that apply)

- ☐ My roommate smokes                      ☐ My roommate and I disagree about alcohol use
- ☐ My roommate and I have different sleep patterns                      ☐ My roommate borrows my belongings without asking
- ☐ My roommate and I disagree about the guest policy

**3.) If you are requesting a room change due to any of the above roommate conflicts, have you attempted any of the following?**

(Please check all that apply)

- ☐ Talking with your roommate directly                      ☐ Addressing and re-organizing your roommate agreement
- ☐ Talking with your Resident Assistant (RA)                      ☐ Meeting with you Hall Director

**\*If any of the above boxes are NOT checked, and the request is in relation to a roommate conflict, you may be required to meet with your Hall Director pending review by the Housing Operations Team.**

**4.) I am submitting this request because I have a specific room in mind:**

(Please circle one)

Yes                      If yes, please list building and room number: \_\_\_\_\_

No

**5.) I am submitting this request because I have a specific roommate in mind:**

(Please circle one)

Yes                      If yes, please list name and U number of student: \_\_\_\_\_

No

**6.) I am submitting this request for another reason:**

(Please check all that apply)

- ☐ I want to move into/ out of a Living Learning Community.                      ☐ I have a financial need to move.
- ☐ I have a medical need to move that is documented with the Student Disability Services Office.