

ROOM CHANGE REQUEST FORM

Instructions: Complete the personal information, and your requested move section (Room Swap, **OR**, Open Bed). Submit this form to Residence Life before the Room Change deadline. Decisions and moving protocols will be emailed within 3 business days of receiving completed forms. You may **NOT** move unless you receive email confirmation from Residence Life. Moves may not occur from Canavan to the Campus Apartments (or vice versa). Residence Life reserves the right to deny requests. Contact residence.life@daemen.edu with any questions.

PERS

Residence Life Office Use Only:

Desk Received (date): _____ By (Staff): _____ RAs Emailed: _____
Campus Safety Emailed: _____ eRezLife/Roster: _____ Move Completed: _____