



Office of Housing & Residence Life

Person for Person Swap Form

Please read all policies regarding room swaps below **before** completing and submitting this form.

- Complete this form if you have already discussed/arranged to switch rooms with another resident and all criteria below are met.
- One form should be used for each swap. All individuals involved, including affected roommates **MUST** sign this form to be considered.
- Residents should not swap rooms until receiving approval from Residence Life. Moving without approval will result in a denial of the swap and residents will be notified to return to their original assignments. Failure to do so may result in fines.
- Room swaps involving **singles** are NOT permitted.
- After submitting this form, you will be notified via e-mail if your room change has been approved OR denied and you can begin your move.

Resident A: wishes to swap rooms with

Resident B:

Last Name	First Name	MI	Last Name	First Name	MI
Current Building/Room and Student ID Number			Current Building/Room and Student ID Number		
NDMU E-mail			NDMU E-mail		

I, _____, wish to swap rooms with _____.
Resident A Signature Resident B Signature

ACKNOWLEDGEMENTS

Resident A and B: Please have your roommates sign the following acknowledgement.

Current roommates: Your signature below acknowledges your understanding that your roommate listed above wishes to switch rooms and that the person they are switching with (also listed above) will be your new roommate.

Resident A's Current Roommate

Resident B's Current Roommate

Last Name	First Name	MI	Last Name	First Name	MI
Current Building/Room and Student ID Number			Current Building/Room and Student ID Number		
Signature of Resident A's Current Roommate			Signature of Resident B's Current Roommate		

_____/_____/_____
Graduate Residence Coordinator Date

NOTES:

Residence Life Office Use Only

Date Rec'd _____ Date Approved: _____
Denied – Reason _____
Resident Confirmation e-mail: _____
GRC Confirmation e-mail: _____
Bus. Office/Fin. Aid e-mail: _____
Roster/Datatel updated?: _____