

University of Hawaii at Manoa
STUDENT HOUSING SERVICES
2569 Dole Street, Honolulu, HI 96822-2328

OPEN TRANSFER REQUEST FORM: FALL 2017

_____	_____	_____
FIRST NAME	LAST NAME	STUDENT ID#
_____	_____	_____
CURRENT HALL/ROOM	UH EMAIL	PHONE #

IMPORTANT INFORMATION

- Use care when indicating selections. Requests will be processed exactly as written, and if granted will be **FINAL**.
 - Room types must be available for the halls you select.
 - ONE hall selection per choice- eg. "Hale Aloha" is an invalid choice, "Mokihana" is a valid choice.
 - All student housing policies and conditions apply.
- Participation in the meal plan program is **MANDATORY** for all residential halls and **OPTIONAL** for apartment residents.
- Please check your Hawaii.edu email for the results of your transfer request.
- If your transfer is accommodated, your student account will be updated. You will be responsible for paying any rent increase and meal plan charges resulting from your transfer request.

HALL	1 st _____	2 nd _____	3 rd _____
ROOM TYPE	____ Single Occupancy	____ Single Occupancy	____ Single Occupancy
	____ Double Occupancy	____ Double Occupancy	____ Double Occupancy
	____ Triple Occupancy (HK /HL)	____ Triple Occupancy (HK/HL)	____ Triple Occupancy (HK/HL)
	____ Double Occupancy w/bath (GH)	____ Double Occupancy w/bath (GH)	____ Double Occupancy w/bath (GH)
	____ 1-BR Apartment (DOUBLE)	____ 1-BR Apartment (DOUBLE)	____ 1-BR Apartment (DOUBLE)
	____ 2-BR Apartment (QUAD)	____ 2-BR Apartment (QUAD)	____ 2-BR Apartment (QUAD)
	____ MOD 2-BR Apartment (Grad only)	____ MOD 2-BR Apartment (Grad only)	____ MOD 2-BR Apartment (Grad only)
	____ 2-BR, 4 occupants (FH)	____ 2-BR, 4 occupants (FH)	____ 2-BR, 4 occupants (FH)
	____ 4-BR, 4 occupants (FH)	____ 4-BR, 4 occupants (FH)	____ 4-BR, 4 occupants (FH)
	____ 2-BR, 2 occupants (FH)	____ 2-BR, 2 occupants (FH)	____ 2-BR, 2 occupants (FH)
	____ 1-BR, 2 occupants (FH)	____ 1-BR, 2 occupants (FH)	____ 1-BR, 2 occupants (FH)

****Bldg & Room #** _____

****If your requested room is not available, will you accept a transfer to another room in that hall?**

1st ____ YES ____ NO 2nd ____ YES ____ NO 3rd ____ YES ____ NO

SIGNATURE: _____ DATE: _____

I acknowledge that I have read the information on the request form and agree to all the terms and conditions.

TRANSFER REQUEST FORMS MUST BE SUBMITTED TO THE STUDENT HOUSING OFFICE BY: **FRIDAY, SEPTEMBER 15, 2017 BY 4:30PM (HST) NO LATE EXCEPTIONS WILL BE MADE**

For Assignment Use Only:

Transfer Approved Transfer Denied
Date Effective: _____ Date Denied: _____