OPEN TRANSFER REQUEST FORM: FALL 2021

FIRST NAME ___________________________ LAST NAME ___________________________ STUDENT ID# ___________________________

CURRENT HALL/ROOM ___________________________ UH EMAIL ___________________________ PHONE # ___________________________

IMPORTANT INFORMATION
1. Use care when indicating selections. Requests will be processed exactly as written, and if granted will be FINAL.
   a. Room types must be available for the halls you select.
   b. ONE hall selection per choice- eg. “Hale Aloha” is an invalid choice, “Mokihana” is a valid choice.
   d. All student housing policies and conditions apply.

2. Participation in the meal plan program is MANDATORY for all residential halls and OPTIONAL for apartment residents.

3. Please check your Hawaii.edu email for the results of your transfer request.

4. 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
1st ___________________________ 2nd ___________________________ 3rd ___________________________

ROOM TYPE
Single Occupancy ___________ Single Occupancy ___________ Single Occupancy ___________
Double Occupancy ___________ Double Occupancy ___________ Double Occupancy __________
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 AT UHMISH@HAWAII.EDU BY: FRIDAY, OCTOBER 1, 2021 BY 4:00PM (HST) NO LATE EXCEPTIONS WILL BE MADE.

For Assignment Use Only:

O Transfer Approved  O Transfer Denied

Date Effective: ________________  Date Denied: ________________