TRANSFER REQUEST

This form is 2 pages long. Please read the ENTIRE form. Both sides need to be completed in order for your application to be complete. Your signature is required.

- If you require an immediate transfer, please indicate this on this form and provide as much information as possible.
- If you do not require an immediate transfer, please provide a preferred transfer date.
- A non-refundable $25 Transfer Request Fee must be submitted with the Transfer Request Form.
- Emergency transfer requests are prioritized and all others will be considered in the order of request receipt date.
- Residence Services staff will contact you within 5 business days of receiving your request with a status update.
- If Residence Services staff are unable to accommodate your Transfer Request, your request will be placed on a waiting list until it can be accommodated or until your current contract end date, when your Transfer Request expires.
- Transfers will not be coordinated during peak periods (August, September and January).

Today’s Date (DD/MM/YYYY) __________________________________________________________________________
Requested Transfer Date (DD/MM/YYYY) __________________________________________________________________________

PERSONAL INFORMATION:

Last Name ___________________________ First Name ___________________________ Student ID Number ___________________________

Unit # ___________________________ Building Name ___________________________ Phone (with area code) ___________________________

Student Type (check one):
☐ Undergraduate Student ☐ Graduate Student ☐ Other (please specify) ___________________________

Year of study at time of requested transfer date (check one):
☐ First Year ☐ Second Year ☐ Third Year ☐ Fourth Year ☐ Fifth Year ___________________________

Reason for Transfer: __________________________________________________________________________

Note: If you are requesting a transfer because of a roommate conflict, you must have completed the following steps before submitting this form: have a conversation with your roommate; complete a Roommate Agreement; talk to your Resident Assistant; and, talk to your Residence Coordinator.

BUILDING/UNIT, ROOMMATE AND SPECIAL REQUESTS (IF APPLICABLE)

Tower/Floor/Room Request ___________________________ Roommate Request ___________________________

Requested Roommate Consent (signature required) ___________________________

Special Request (please describe): __________________________________________________________________________

RESIDENCE

Please indicate the residence and unit type you wish to transfer to:

East Campus Village
☐ Aspen (furnished) ☐ One Bedroom (month-to-month) ☐ House: (month-to-month) ☐ Unit Type: ☐ Male
☐ Maple (unfurnished) ☐ Two Bedroom (4 or 8 month contract) ☐ Female
☐ Alder House ☐ Four Bedroom (4 or 8 month contract) ☐ Co-Ed
☐ Pinecrest House ☐ Linden House ☐ Furnished Single (11 month term contract) ☐ Unit Type: ☐ Male
☐ Tamarack House ☐ Furnished Two Bedroom (11 month term contract) ☐ Female
☐ Furnished Four Bedroom (11 month term contract) ☐ Co-Ed
**HUB**

**Unit Type:**
- One Bedroom (month-to-month)
- Studio (month-to-month)
- Furnished
- Two Bedroom (4 or 8 month contract)
- Unfurnished
- Four Bedroom (4 or 8 month contract)
- Co-Ed

**Newton Place** (11 month term lease)

**Unit Type:**
- Studio
- One Bedroom
- Two Bedroom

**Spouse/Partner:**
- One Bedroom
- Two Bedroom

**Roommate:**
- Two Bedroom (roommate must be UAlberta student)

**International House** (4 or 8 month contract)

**Michener Park** (11 month term lease)

**Student couples without children:**
- Vanier House: One Bedroom/Loft
- Walk-up: Two Bedroom

**Spouse/Partner:**
- Yes
- No

**Room Type:**
- Furnished Single (first year students only)
- Furnished Double (first year students only)
- Furnished Single with Private Bath (Schäffer Hall) (first and second year students only)

**Lister Centre** (4 or 8 month contract)

**Graduate Residence**

**Room Type:**
- Furnished Studio (11 month term lease)
- Furnished Two Bedroom (11 month term contract)

**SIGNATURE:**

By signing and submitting this form, I certify that I have read, understand and agree to the terms and conditions outlined in this form.

_______________________________________________________________

Signature

_______________________________________________________________

Date (DD/MM/YYYY)

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