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:

- Furnished One Bedroom (month-to-month)  Unit Type:  Male
- Furnished Two Bedroom (4 or 8 month contract)  Female
- Furnished Four Bedroom (4 or 8 month contract)  Co-Ed

- East Campus Village
- Law Residence at Alder House
- Linden House
- Pinecrest House
- Tamarack House

- Female
- Co-Ed
### HUB

- One Bedroom (month-to-month)
- Two Bedroom (4 or 8 month contract)  
  - Furnished
- Four Bedroom (4 or 8 month contract)  
  - Unfurnished
- Studio (month-to-month)

### Newton Place

- Studio
- One Bedroom
  - Spouse/Partner: Yes
  - Roommate: Yes
  - Fulfilled
  - One Bedroom
  - Two Bedroom
  - Four Bedroom (4 or 8 month contract)
    - Unfurnished
  - Co-Ed

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

- Studio
  - One Bedroom
  - Two Bedroom
  - Furnished Single with private bathroom

### Michener Park

- Vanier House: One Bedroom/Loft
- Walk-up: Two Bedroom
- Row house: Two Bedroom
- Row house: Three Bedroom

Spouse/Partner: Yes
Child: Yes
If yes, # of children:  

*If your transfer to or within Michener park is due to pregnancy, please attach a note from your doctor with the expected due date for your child.

*If your transfer to Michener Park is due to the arrival of a spouse or partner and/or child, please attach a paper which has the name, gender and date of birth of your spouse/partner/child to the Transfer Request Form.

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

- 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)

### Residence Saint-Jean (4 or 8 month contract)

- Furnished Studio
  - Female
  - Co-Ed
- Furnished Two Bedroom

### Graduate Residence (11 month contract)

- Single with Private Bath
  - Female
  - Co-Ed
- Single with Shared Bath

### Peter Lougheed Hall

- Single with Private Bath
  - Female
  - Co-Ed
- Single with Shared Bath

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**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)