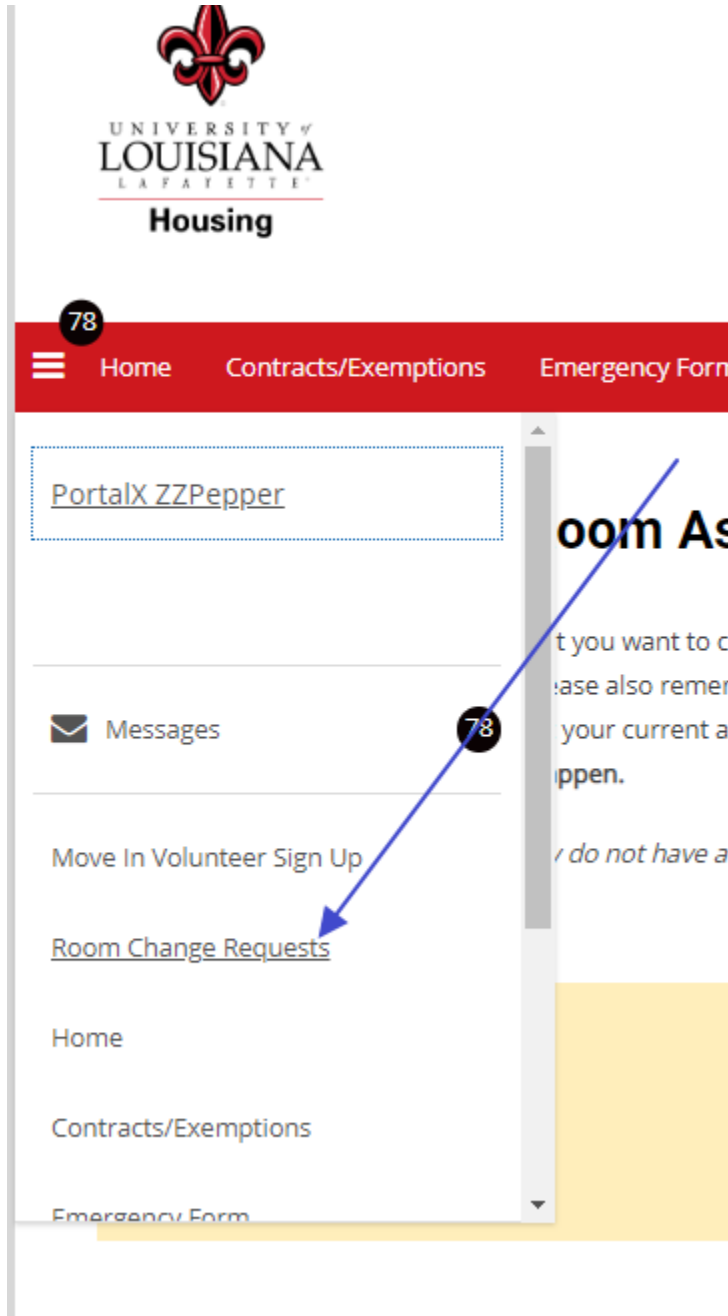


Room Change Request Form:

Log onto ULINK, then the StarRez Housing Portal. Look for this link:

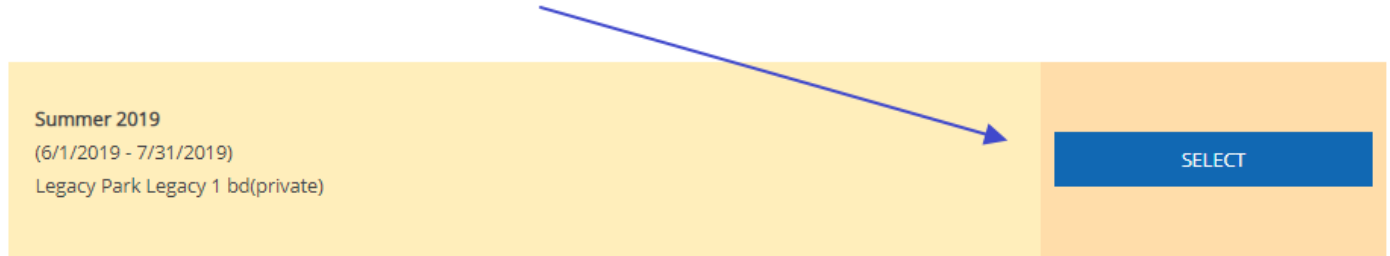


You should see any Bookings you may have available to request a change to. Remember this form will be open at different times of the semester for difference reasons. The Bookings should reflect what you CAN request at the time.

Please Select the Room Assignment you want to Change

Please select the Room Assignment that you want to change from the options below. Please remember that this is the official Room Change Request and email requests will not be accepted. Please also remember that until you get a Room Assignment email all Room Assignments are still in the process of being worked out. They may not reflect your current assignment. Room Changes Requests are not a Guarantee, but a request. We will do our best to honor that request if we can make it happen.

If No options appear than you currently do not have a room assignment. Please exit the is request form by Clicking "Home"



After selecting your Assignment you should see this:

Room Move/Change Request Form

Please verify that this is you and then let us know what you are requesting:

First Name:

Portia O

Last Name:

ZZPupper

ULID:

POB00FH0B2

Room Move Reason:

Room Move Comments:

If you are interested in a Room Type, Please select it here:

Please put your Room Change Reason here. You can choose from Financial, Roommate Issue or Room Facilities or Type Issue.

Breif description of the issue. Please include ULIDs of all members.

If this is about moving to a new room, please choose a room type here.

SAVE & CONTINUE

Click to acknowledge on the next page and then hit SAVE & CONTINUE:

Room Move/Change Request Agreement & Summary - Facilities Issue

When it comes to Room Move and Change Requests, please understand that we are constricted by what we "CAN" do. That means what type of rooms are available and what time frame can we have them ready. Please understand that this is a request and not a guarantee.

Since you have listed Facilities as a reason, have you completed a Work Order to solve any Room issues as of yet?

Please check the box below to complete the Room Move/Change Request and acknowledge that you understand that this is a request and will only be filled if Housing or Reslife can make the accommodation.

Room Move/Change Acknowledgement:

ⓘ



SAVE & CONTINUE

That is it. You are done. You should get a confirmation email within 24 hours. Also you can cancel your request anytime by returning to this form. All request must go through this form. Emails will not be accepted.