



2025-2026 Room Swap Requests

Instructions for two individuals who want to swap spaces with each other:

- You cannot go to the Area Office to request a room change. You must use the Room Swap Request form: <https://forms.gle/abNR9gyjScBQWNVk9>
- Requests will be reviewed starting:
 - Monday, September 8, 2025, at 11 AM for **Fall 2025**
 - Monday, February 9, 2026, at 11 AM for **Spring 2026**.
- Please be patient, as pending volume responses may take 1-3 business days.
- Once the Area Office Manager (AOM) has the second person's confirmation request, they will make sure both parties are eligible.
- If the room swap request can be accommodated, the AOM will email you further instructions on the move process and set up a time to meet to finalize the request in person at the office.
- If your swap involves two areas, one of the two AOMs will reach out to coordinate the swap at their office and process the request.

Residents in Temporary Triples:

- Students in temporary triples can only request to swap spaces with another individual who is also in a temporary triple. Changing into another room type (ie, temp triple to double) requires being detripled.

High Demand Waitlists that are not available to make requests for room changes:

- Available through the Housing Portal for the following room types based on eligibility:
 - **Chavez/Tubman and West Singles** (U3 & U4 students with 57+ credits)
 - **2YLC** (students in their second year)
 - **Schomburg and Chapin Singles** (graduate housing)

Reminders:

- **Room swaps will be the most utilized method, as there is very limited availability for room changes.**
- You will have two business days from the time you get your new key at your meeting with the Area Office staff to check out and return your old key to the Area Office of your old assignment.
- You will be billed for both spaces whenever you are approved for a room change until you complete the room change process.
 - Typically, within 24 hours of completing your room change and turning in your old key, you will see the charges adjusted on your student account.
- If you change rooms to a more expensive room, you will owe the difference for the remainder of the term.





- If you fail to return your key to your former assignment within two business days, you may receive an improper check-out charge and an emergency lock change charge.

Fall 2025 Room Change and Swap Dates:

- Monday, September 8 at 11 AM: First day to request a room change/swap.
- Monday, October 20: Last day to request a room change/swap.
- Wednesday, October 22: Last day to begin move if request is approved.
- Friday, October 24: Must be checked out of former room.
- After October 24 until Monday, February 9 at 11 AM: No room changes or room swaps will be allowed unless deemed necessary by professional staff due to conduct, facility issues, or ongoing roommate and/or suitemate issues.

Spring 2026 Room Change and Swap Dates:

- Monday, February 9 at 11 AM: First day to request a room change/swap.
- Monday, March 2: Last day to request a room change/swap.
- Wednesday, March 4: Last day to begin move if request is approved.
- Friday, March 6: Must be checked out of former room.
- After March 6: No room changes or room swaps will be allowed unless deemed necessary by professional staff due to conduct, facility issues, or ongoing roommate and/or suitemate issues.

