

## Contract Transfer Request: Residence Hall/ Apartment

Students in the undergraduate residence halls and apartments must complete this form, have their Residence Director sign, and turn in the form to Cal Housing at 2610 Channing Way to be placed on the housing transfer waitlist.

NAME: \_\_\_\_\_ STUDENT ID #: \_\_\_\_\_

SEX:    M        F        Self-Identify: \_\_\_\_\_ CLASS STANDING: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

### SIGNATURES (REQUIRED)

I agree to pay the appropriate rate if transferred to a room that has a different cost than my current room. I agree to move when required. I understand that I cannot reverse or change my request once the transfer has been granted.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

RESIDENCE DIRECTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(To locate your RD's contact information, go to <http://reslife.berkeley.edu/staff/staff-directory>)

### CURRENT LOCATION

Unit 1	Unit 2/ Wada	Unit 3	Clark Kerr	Stern	Foothill	Mills
Martinez Commons		Channing Bowditch		New Sequoia	Garden Village	

CURRENT ROOM OCCUPANCY:

Quad    Triple    Double    Single

CURRENT BUILDING & ROOM NUMBER:

\_\_\_\_\_

### REQUESTED LOCATION (SELECT ALL THAT APPLY)

RESIDENCE HALL ROOMS

Unit 1	Unit 2	Unit 3	Clark Kerr	Stern	Foothill
Martinez Commons (continuing and transfer students only)		Mills College (continuing and transfer students only)			

APARTMENTS: Continuing and Transfer Students Receive Priority

Martinez Commons	Channing Bowditch	Wada	New Sequoia	Garden Village	Clark Kerr Apts.
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FOR UNIT 1 REQUESTS - I would prefer the Substance Free Environment (Freeborn Hall):      YES      NO

REQUESTED ROOM OCCUPANCY:

Quad    Triple    Double    Single

REQUESTED BUILDING & ROOM NUMBER (if applicable):

\_\_\_\_\_

### REASON FOR TRANSFER

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