

# Room Change Request Process

If you would like to request a room transfer, please use the following guide to understand next steps!

## First, why are you requesting a room change?

### Preference

- "I would rather be in a different building that I like more."
- "I want to be closer/further away from campus."
- "I want to be on the same floor as my friends."
- "I want to move out of residence hall space into an apartment."

Please note that due to public health concerns, it is unlikely room changes based on preference will be offered once students arrive on campus, to limit movement and the spread of COVID-19.

### Leave or Join a Theme Program

- "I want to join a Theme Program."
- "I want to leave the Theme Program floor I am currently on."

To request to leave a Theme Program, contact your Resident Director first to discuss options.

To request to join a Theme Program, email Cal Housing at [reshall@berkeley.edu](mailto:reshall@berkeley.edu) to indicate your interest.

### Housing Accommodations

- "I have an ADA or Identity based reason to live in a different space."
- "Because of my religious/cultural identity I would like to live on a single gender floor."

To submit a room change request due to an ADA or Identity based request, you will need to submit the appropriate accommodation request form along with the Room Change Request form.

#### ADA Requests

- Complete and submit the first page of the Housing Accommodations Request Form.
- Provide supporting information as explained in the form

#### Religious, cultural identity, or gender identity/sexual orientation requests

- Complete and submit the Identity-Based Request Form.

### Financial

- "My current space is more costly than I can afford."
- "I need to be in a lower-cost housing assignment."

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In order to be considered for a room change, you must preference all room types and locations that are more affordable than your current space. Please visit [housing.berkeley.edu/rates](http://housing.berkeley.edu/rates) for Housing Rates.

### Roommate Issues

- "My roommate and I do not get along."
- "I've had numerous arguments with my roommate."
- "I can't sleep because my roommate is too loud."
- "My roommate brings people over to the apartment."

To be considered for a room change due to a roommate conflict you need to have completed the following steps:

1. Submit a Roommate Agreement within Roomcompact
2. Communicate with your Resident Assistant (RA) and conduct roommate mediation with RAs assistance
3. If the issue persists, please contact your RA, and they will connect you to the Resident Director (RD) of your building
4. Conduct roommate mediation with RDs assistance
5. If the issue still persists, the RD may give you approval to beginning the process of a room transfer

\*Please note that these steps are progressive, and you must go through each step before getting the approval for a room transfer.

### Other

- "I have another reason for requesting a room change."

If you have a reason to request a room change that is not on this list, please contact your Resident Director to discuss possible next steps.

Please note that due to public health concerns, it is unlikely room changes based on preference will be offered once students arrive on campus, to limit movement and the spread of COVID-19.

## Submitting a Room Change Request Form

1. To submit a room change request, visit [Roomcompact.com](http://Roomcompact.com) and log-in using your CalNet Credentials.
2. Locate and select the "Forms" tab on the left hand side.
3. Locate the "Room Transfer Request" Form.
4. Complete the request form being sure to provide your reason for transfer as well as initials to indicate you have read and understand the terms of requesting a transfer.
5. Your Resident Director will contact you within 7 days with an update on your request.

### Helpful Tips

You can find contact information for your Resident Director at [reslife.berkeley.edu/staff/staff-directory](http://reslife.berkeley.edu/staff/staff-directory)

If you have further questions about Room Transfers, please email Cal Housing at [reshall@berkeley.edu](mailto:reshall@berkeley.edu)