<u>Requests – Room Transfers</u>

To request a room transfer, complete the following steps.

- 1. Log into DalOnline
- 2. Select Web for Students
- 3. Select Residence Application
- 4. Click to continue, this will bring you to the Residence Hub Page
- 5. Accept your current offer
- 6. Select "Access Your Requests" under the *current* year
- 7. Select "Request a Room Transfer"

Your Requests Welcome to your requests section.	S Here you can access your online requests and check	the status of any requests you may h	nave.
Request Exam Extension		Request A Room Transfer	
Request A Holiday Stay		Maintenance Request	
Back			

- 8. Complete the room transfer request form.
 - a. Preferences: You can enter up to 2 preferences. You must include building, room type and noise level in your request. You can also specify a specific house/floor, if you do not have a specific house/floor in mind then select 'all'. You will have the ability to enter a specific room as well but this is not required.
 - b. Move Date: If you are requesting a transfer before arrival, then select 'as soon as possible'. If you are requesting a transfer after arrival then select the option for your given situation.
 - c. Reason for Transfer: Select a reason for the transfer
 - d. Roommates: You have the ability to enter a roommate(s) that you would like to live with, or close to if in single rooms.
 - e. Additional Information: You can provide additional information for us to consider when processing your room transfer request
 - f. Terms & Conditions: You must read and agree to the terms listed.
 - g. Submit Request
- 9. A confirmation email will be sent to you
- 10. You can review your submitted requests at any time by clicking view submitted requests
- 11. Once your request has been processed an email will be sent to you
- 12. If you would like to change your room transfer request, please contact the Residence Office, we will cancel your existing request and you will have to submit a new one.

Welcome Ashley Kinsman Your Residence	e Application	5	
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2017/18 Accommodatio	n		
Your Application	Your Offer	Before You Arrive	Your Requests
Thank you for submitting your application on 16	Thank you for accepting your offer.	"Refore You Arrive" Is currently unavailable	Click below to access your requests.
Nevember 2016	Accepted 24/05/2017		
Review Your Application	Environ Offer		Access Your Requests