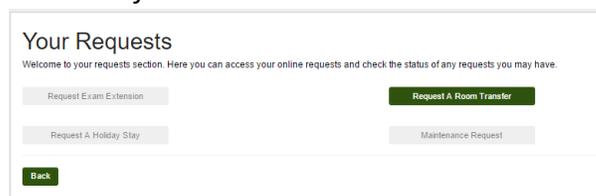
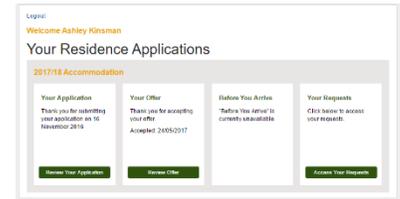


# Requests – Room Transfers

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”



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.