



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 [email the area office](#) first to schedule an appointment.
- **Email requests will be reviewed**
 - Monday, September 8, 2025 at 11:00am for **Fall 2025**
 - Monday, February 9, 2026 at 11:00am for **Spring 2026**.
 - Do not email sooner than the requested start date and time.
- Please be patient as pending volume responses may take 1-3 business days.
- One individual should email their Area Office and their building email.
- Include the other individual who is moving in the email.
- Use the subject line *“Room Swap Request with (NAME of Individual).”*
 - In the email, you should state that you are requesting an appointment to complete a room swap with the other person and include your ID#.
 - The second person should click “reply all” confirming they agree with the request.
- Once the Area Office Manager has the second person’s confirmation request, they will make sure both parties are eligible.
- If the room swap request can be accommodated, the Area Office Manager 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, include both area offices and building emails on the initial email. One of the two Area office Managers 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 2 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 2 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 from 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 from 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.

