

WEST VIRGINIA UNIVERISTY INSTITUTE OF TECHNOLOGY  
Residence Halls Room Change Form

Name: \_\_\_\_\_ WVU ID Number: \_\_\_\_\_ Date: \_\_\_\_\_

Old Room Information

Building \_\_\_\_\_ Room No. \_\_\_\_\_ Date Keys Turned In \_\_\_\_\_

Signature of RD \_\_\_\_\_ Date \_\_\_\_\_

New Room Information

Building \_\_\_\_\_ Room No. \_\_\_\_\_ Date Received New Keys \_\_\_\_\_

Reason for Moving \_\_\_\_\_

Signature of Resident \_\_\_\_\_ Date \_\_\_\_\_

Signature of RD (If going to a new building) \_\_\_\_\_ Date \_\_\_\_\_

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\*If you just want to switch buildings and don't care about the room, leave the new room information blank, but have the new building RD sign it.