SWITCH REQUEST FORM – 2013-14 ACADEMIC YEAR

The "Switch Request" process affords a current School of Law student with a 2013-14 academic year housing assignment the opportunity to request a reassignment (switch) into another specific space/apartment type for the 2013-14 academic year. The Switch List is available to students to request a reassignment **Wednesday, March 27 –Friday, March 29.** After these dates, request for reassignment can no longer be considered as the entering student assignment process then begins.

NAME _____ **UNIVERSITY ID** N _____

CURRENT BUILDING _____ **APARTMENT/BEDROOM** _____

CURRENT PHONE # _____ **NYU NETID** _____

GENDER ❒ Male ❒ Female

Academic Year 2013-14 Assignment

Building _____ **Apartment/Bedroom**_____ **Type (F1-M, C2-L,O-U)** _____

REQUESTING TO SWITCH INTO THE FOLLOWING ROOM OR APARTMENT TYPE (Please be specific):

_____

_____

_____

_____

REASON FOR REQUEST *(This information will remain confidential)*:

_____

_____

_____

_____

_____

A student placing his/her name, information, and signature on this Switch Request must make note of and agrees to the following:

- Reassignments are granted on a space available basis. The Office of Residential Life will determine priority for switches only when appropriate based on the compelling circumstances of a particular request.
- Every student who places her/himself on this Switch List does so with the knowledge that if a reassignment is issued, it is done so **a)** automatically, **b)** on the basis of the preferences s/he indicated on this application, **c)** regardless of location (unless very specific location information is provided), **d) with the understanding that a reassignment is binding and irrevocable**, and **e)** with the understanding that all switches must take place at **10 am on Sunday, August 11th for those students who have confirmed summer to fall housing.**

The information that I have provided above is true and accurate. I have read and agree to the conditions for a switch stipulated above.

Signature: _____ *Date:* _____

Submit this form to the Office of Residential Life, 240 Mercer Street, Facilities Office, 110 West 3rd Street, or Via Email Law.reslife@nyu.edu