


 City University of Hong Kong  
 Student Residence Office

Serial No: \_\_\_\_\_

Application Form for Room Swapping (UG) - KLNT Compound
**IMPORTANT NOTES:**

- Residence Masters reserve the right to approve or reject room swapping requests based on operational needs and hall management considerations. Please check if residing halls or other halls have a specific set of policies on room swapping before application.
- Applicants should comply with the policies on room swapping.
- Room swapping application is only applicable in the same compound.
- SRO will entertain the requests approved by the Residence Masters, subject to room availability.
- The request of room swapping will only be entertained after the three weeks from the beginning of semester A and semester B of academic term.
- The period of Application for Room Swapping ends on week 12 of semester A and semester B of academic term. No room swapping in summer term.
- For approved applications, email notification will be sent to both residents to complete the room swapping procedures at SRO counter within 3 days. If either one resident fails to complete the procedures within these 3 days, the approval for this room swapping/ change will be withdrawn by SRO automatically and without prior notice. Same request will not be entertained in the same residential year.

**A. Personal Particulars** (Please tick (✓) where appropriate)

	<b>Resident A (required)</b> (swap room with Resident B)	<b>Resident B (required)</b> (swap room with Resident A)
<b>Name in English</b>		
<b>Student Number</b>		
<b>Gender</b>	<input type="checkbox"/> Male / <input type="checkbox"/> Female	<input type="checkbox"/> Male / <input type="checkbox"/> Female
<b>Current Hall &amp; Room</b>	Hall_____Room_____Bed_____	Hall_____Room_____Bed_____
<b>Hall(s) you have previously lived in</b>		
<b>Contact No.</b>		
<b>Room Change before</b>	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
<b>Signature</b>		
<b>Date (DD-MM-YYYY)</b>		

**B. Intra-hall / Inter-hall Room Swapping** (Please tick (✓) where appropriate)

**Mutual Agreement among Respective Roommates**

	<b>Roommate of Resident A</b>	<b>Roommate of Resident B</b>
<b>Name in English</b>		
<b>Student Number</b>		
<b>Hall &amp; Room</b>	Hall_____Room_____Bed_____	Hall_____Room_____Bed_____
<b>Agreement</b>	<input type="checkbox"/> Agree / <input type="checkbox"/> Disagree	<input type="checkbox"/> Agree / <input type="checkbox"/> Disagree
<b>Signature</b>		
<b>Date (DD-MM-YYYY)</b>		

Please sign against each amendment, if any. No correction materials such as correction fluid or tape for obliteration should be used.

(P.T.O.)

### C. Reasons for Room Swapping

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(Attached with a separate sheet of paper if there is not enough space)

### Recommendations of Residence Tutors (RT)

	RT of Resident A	RT of Resident B
<b>Name in English</b>		
<b>Student Number</b>	<input type="text"/>	<input type="text"/>
<b>Corresponding Floor</b>		
<b>Recommendations</b>	<input type="checkbox"/> Recommend / <input type="checkbox"/> Not Recommend	<input type="checkbox"/> Recommend / <input type="checkbox"/> Not Recommend
<b>Signature</b>		
<b>Date (DD-MM-YYYY)</b>		

### Approval of Residence Masters (RM)

	RM of Resident A	RM of Resident B
<b>Name in English</b>		
<b>Hall</b>		
<b>Approval Results</b>	<input type="checkbox"/> Approve / <input type="checkbox"/> Reject	<input type="checkbox"/> Approve / <input type="checkbox"/> Reject
<b>Signature</b>		
<b>Date (DD-MM-YYYY)</b>		

#### Personal Information Collection Statement

- The personal data collected in this application form will be used by Student Residence Office to process Room Change / Swapping of Student Residence. All personal data on the application form are regarded as mandatory for the aforementioned purposes.
- You have the right to request access to and correction of information under the Personal Data (Privacy) Ordinance.

### For Office Use

Complete Form

Updating AIMS: Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Room Swap	<input type="checkbox"/>
Special Case	<input type="checkbox"/>
Approve / Reject by:	_____