



**TRANSFER OF RESIDENCE OR ROOM**

**I hereby wish to apply for a Transfer**

**Initials & Surname**

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**Student Number**

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**Current Residence Name**

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**Room Number**

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**Transfer Residence Name**

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**Room Number**

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**My reasons are as follows:**

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**To Be Signed by**

STUDENT :

----- DATE -----

**RESIDENCE COORDINATOR/**

----- DATE -----

**BUILDING MANAGER/ RESIDENCE ADVISOR**

**Document to be attached:**

**YES**  **NO**

**I. COPY OF THE RESIDENCE CARD/**

**PROOF OF RESIDENCE REGISTRATION**

**For office use ONLY**

Tick whichever is applicable

APPROVED

DIS-APPROVED

RESIDENCE NAME

ROOM NUMBER

DATE RECEIVED:

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ADMIN. ASSISTANT/ OFFICER (CAPTURED)

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ADMIN. OFFICER (ADJUSTMENT)

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