

**City University of Hong Kong
Student Residence Office
Application for Room Swapping (PG Halls)**

Serial No: _____

IMPORTANT NOTES:

1. Applicants should comply with the policies on room swapping.
2. SRO will entertain the requests approved by the Residence Masters, subject to room availability.
3. The request of room swapping will only be entertained on 3rd October every year.
4. The period of Application for Room Swapping ends on 30th April every year.
5. For approved applications, the residents will be informed to complete the room swapping procedures within 3 days. If the resident fails to complete the procedures within these 3 days, the approval for this room swapping will be withdrawn by SRO automatically and without prior notice.

A. Personal Particulars

	Resident A <i>(swap the room with Resident B)</i>	Resident B <i>(swap the room with Resident A)</i>																
Name in English																		
Student Number	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table>									<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table>								
Gender	<input type="checkbox"/> Male / <input type="checkbox"/> Female	<input type="checkbox"/> Male / <input type="checkbox"/> Female																
Current Hall/Room	Hall_____ Room_____ Bed_____	Hall_____ Room_____ Bed_____																
CityU Email Address																		
Contact No.																		
Signature																		
Date (DD-MM-YYYY)																		

B. Reasons for Room Swapping

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

(P.T.O.)

C. Room Swapping

(Please tick (✓) where appropriate)

1. Mutual Agreement among Respective Roommates

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

2. Recommendations of Residence Tutors (RT)

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

3. Approval of Residence Masters (RM)

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

Personal Information Collection Statement

1. The personal data collected in this application form will be used by Student Residence Office to process Room Swapping of Student Residence. All personal data on the application form are regarded as mandatory for the aforementioned purposes.

2. 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: _____

Application Form for Room Swapping (PG Halls) (Sep 2023)

Room Swap	
Approve / Reject by:	