

## REQUEST TO BE PLACED ON A WAITING LIST

Please give complete and accurate information. Failure to do so will make you ineligible for placement on a waiting list. Complete this form and bring it in person to the Housing Office located at Scott Hall, Room 1, Evanston IL 60208

NAME: \_\_\_\_\_ Empl ID# \_\_\_\_\_

GENDER: \_\_\_\_\_ CLASS OF: 20\_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_@northwestern.edu

PRESENT CAMPUS ADDRESS: \_\_\_\_\_  
Hall Name Room #

CAMPUS TELEPHONE NUMBER: \_\_\_\_\_ ALTERNATE #: \_\_\_\_\_

### REASON FOR ROOM CHANGE REQUEST (REQUIRED)

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### BUILDING PREFERENCES

Please list these in order. You are limited to three choices. Foster-Walker is considered one building, as are Bobb and McCulloch halls. Should a vacancy occur, you will be contacted via email. Failure to respond within 48 hours after being notified of a vacancy will result in your being dropped to the bottom of the waiting list. **Do not list a Residential College unless you currently live in the building and want to change rooms within the building, or are a non-resident member of that college.**

Building Request	Type of Room (Single/Double)	Residential College Non Resident Membership verification
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

\_\_\_\_\_  
Signature Date

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For Office Use Only: Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_ AM/PM