

CLARK UNIVERSITY
Office of Residential Life and Housing
Pull-In Days Roommate Request Form

My Name: _____ Clark ID #: _____
Email Address: _____@clarku.edu Phone Number: _____
Current Hall/House: _____ Current Room: _____
Current class standing: First Year _____ Sophomore _____ Junior _____ Senior _____

The Student I am requesting to pull in is:

Student Name: _____ Clark ID #: _____

Please select the option that best describes the current status of this student.

- 1) _____ Currently lives on campus in the following hall and room: _____
 - 2) _____ Is returning from a leave of absence or from studying abroad.
 - 3) _____ Is moving on campus from off campus
 - 3) _____ Is transferring to Clark University
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I (We) would like to pull the above listed student into: (Select one option)

OPTION 1: _____ **I want to pull this student into my personal room**

OPTION 2: _____ **We would like to pull this student into Room # _____ within our suite**
(All returning suitemates must agree to this by signing below)

Suitemate 1:	_____	_____
	Name	My Current Assignment
Suitemate 2:	_____	_____
	Name	My Current Assignment
Suitemate 3:	_____	_____
	Name	My Current Assignment
Suitemate 4:	_____	_____
	Name	My Current Assignment
Suitemate 5:	_____	_____
	Name	My Current Assignment
Suitemate 6:	_____	_____
	Name	My Current Assignment

Your Signature: _____ **Date:** _____

The student who you are requesting to "pull-in" to your room needs to completely fill out an appropriate housing request form. This form must be received by the RLH office by Monday, December 5, 2011. The RLH office will contact you if your room change request is approved. We will assist you as needed in setting up the room change date and inform the RA staff of this planned change. If your new roommate is not currently living on campus, he or she will move in after housing opens in January, 2012. Requests from students studying abroad or living away from campus can be e-mailed to Kevin Forti, Director of RLH at kforti@clarku.edu or sent via fax to 508.421.3787. If the RLH Office does not receive all necessary forms by December 5th the room change may not be permitted.