

# **Room Designation Form For Suites and Apartments**

In the housing selection process, the student who selects the apartment or suite will be able to select the specific room they want to be in. In some cases, the rest of the students in the apartment or suite will be assigned randomly by the housing lottery software. If the room assignments are fine, there is no need to submit this form.

However, if students want to be assigned to specific rooms in a suite or apartment, this form must be completed and emailed to your Area Office by May 7, 2021.

Please be sure to indicate building and apartment/suite number. Each student's name must be printed. In lieu of signing the form, all suitemates must be cc'ed in the reply email to acknowledge they are in agreement. Changes will not be made if all suitemates are not cc'ed in the email or if there are discrepancies

Remember: this form is due to your Area Office by May 7, 2021.

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BUILDING: \_\_\_\_\_

APARTMENT OR SUITE # \_\_\_\_\_

ROOM NO.

NAME (PLEASE PRINT)
