Room changes are not processed during the summer months due to the lack of space; however, you may request a room swap. A room swap is a mutual agreement between two students to exchange housing assignments. To complete a room swap:

- Reach out to other freshmen students who may want to swap rooms. Some students will post on the VCU 2021 Facebook page, others may meet people during orientation who want to swap and still others may have friends who know of others interesting in swapping.

- Once you have found someone interested in swapping housing assignments, each person must complete and submit the Room Swap Request form, which is found on the VCU Housing (Resources) web page. The form must be sent from each student's VCU e-mail account. Both students must complete and submit the direct swap form.

- After both forms have been received and processed, you will receive an email confirmation. Please note that the information reported on your form should match the information reported by the person you are swapping with. In the event that it does not, the request will not be processed.

- Your new assignment will be sent to your VCU e-mail account within 5-10 business days of receipt of both request forms.

Please be aware swapping rooms may result in a change in housing fees and/or change in meal plan requirements. Also, please note room swaps cannot be cancelled or reversed and will be considered your new 2017-2018 Housing Assignment. Housing rates and contract information can be found on the VCU Housing website under the Resource section: housing.vcu.edu/resources.

ROOM SWAP REQUEST FORM DEADLINE – MONDAY, AUGUST 7, 2017

If there is a specific situation regarding your current room assignment that warrants immediate attention, please contact the Central Residential Life & Housing Office (vcuhousing@vcu.edu). Please provide an explanation of your situation and include your name, assignment, and student ID (VNumber) and cell phone number. We will review your e-mail and respond back within 5-10 business days.