

<b>STUDENT NAME:</b>			
<b>STUDENT NO:</b>		<b>DATE TRANSFER:</b>	/ /
<b>EXISTING RESIDENTIAL HALL</b>	Block D / Block E / Block L	<b>NEW RESIDENTIAL HALL</b>	Block D / Block E / Block L
<b>ROOM NO:</b>		<b>ROOM NO:</b>	

I, the undersigned, hereby acknowledge checking out from my existing room from the Residential Hall into another room. I acknowledge the return of the following items from the existing room and verify that they are in the condition as stipulated in the checklist below and also acknowledge the receipt of the following items in the new room and verify that they are in good working condition.

**Note:**

If any of the items listed below is incorrect or incomplete, please notify the staff immediately. Failure to do so would indicate that the items were in good condition when you first assume responsibility for them.

NO	ITEM(S)	EXISTING ROOM	NEW ROOM
1	One Room Key	<input type="checkbox"/> Ok	<input type="checkbox"/> Ok
2	One set of Drawer and/or Wardrobe Keys	<input type="checkbox"/> Ok	<input type="checkbox"/> Ok
3	One Wardrobe	<input type="checkbox"/> Ok	<input type="checkbox"/> Ok
4	One Bed & Mattress	<input type="checkbox"/> Ok	<input type="checkbox"/> Ok
5	One Study Desk & Chair	<input type="checkbox"/> Ok	<input type="checkbox"/> Ok
6	One Wastebasket / Sanitary Bin (Shared)	<input type="checkbox"/> Ok	<input type="checkbox"/> Ok
7	RH Temporary Card (if applicable) (Serial : )	<input type="checkbox"/> Ok	<input type="checkbox"/> Ok
8	One AC Remote (if applicable) (Serial : )	<input type="checkbox"/> Ok	<input type="checkbox"/> Ok
9	RH Temporary Card (Student) (Serial #: )	<input type="checkbox"/> Ok	<input type="checkbox"/> Ok
10	One AC Remote (Shared) (Serial #: )	<input type="checkbox"/> Ok	<input type="checkbox"/> Ok
11		<input type="checkbox"/> Ok	<input type="checkbox"/> Ok

**RESIDENT'S ACKNOWLEDGEMENT**

Reasons for Transfer			
Signature		Date	

**For office use only:**

TRANSFER ACKNOWLEDGEMENT			
Staff Name			
Status	<input type="checkbox"/> Transfer Approved <input type="checkbox"/> Transfer Rejected	eHMS Transfer	<input type="checkbox"/> Done
Signature		Comment/ Remark:	
Date			

## **RULES & REGULATIONS (extract):**

### **6.0 Room Assignments & Reshuffling**

- 6.1 International students are paired in rooms with a local or a student from same/another country. This is mutually beneficial to both. This facilitates the international student in adapting to various cultures with the help of his/her roommate and at the same time allows both parties to learn of cultures other than those they may already be accustomed to.
- 6.2 Students may request for certain rooms or particular roommates to be assigned to them; however the final decision with regards to room and roommate assignments shall reside with the Accommodation Officer (and they shall be guided by the Rules and Regulations set for the Residential Hall).
- 6.3 The Accommodation Officer reserve the right to reshuffle student into different rooms within the first 3 weeks of the new semester.
- 6.4 Room re-assignments requested by student shall only be considered after the 3rd week of the semester and application for re-assignments is subjected to the approval of the Accommodation Officer.
- 6.5 A resident is granted no more than one (1) re-assignment of rooms per semester.
- 6.6 Residents are not allowed to change rooms on their own without the approval of the Accommodation Officer. If found, disciplinary actions will be undertaken accordingly.
- 6.7 Room re-assignments or transfer room application will not be charged if the transfer is within the same building or hostel premise.
- 6.8 Should a resident request for transfer between different hostel venues, an administrative fee of RM 50.00 will be charged and has to be duly paid before transfer of rooms can take place.

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