



Move Week Proxy Form

Residents who are unable to participate in Move Week for Monday's Pull-Ins and Direct Swaps Process, may designate a proxy to process their move on their behalf. **Proxies must be a current Loyola on-campus resident.** Each proxy must have a completed Proxy Form from the resident in which they are representing. **This form is only available for use for Pull-Ins and Direct Swaps (Monday's process).**

Resident who is unable to attend Move Week

Resident Proxy who will represent Absent Resident



I, _____, authorize _____ to process my Move Week room change request in my absence.

I will accept the space that is chosen for me by the Resident Proxy noted above and I agree to move to my new room and check out of my old room within 24 hours of being approved. I understand that I am required to accept the space chosen for me by the above named Resident Proxy.

↑ Absent Resident Signature

↑ Absent Loyola ID Number

↑ Date

↑ Absent Resident Date of Birth

↑ Absent Resident Hometown (on file w/ university)

↑ Housing Operations Staff Name (Print)

↑ Housing Operations Signature

↑ Date

Absent residents must...

- ☞ Provide their proxy with this completed Proxy Form.
- ☞ Understand that a proxy must be another current Loyola on-campus resident.
- ☞ Understand that this form is only for Monday's Pull-In and Direct Swap Process.

Please outline your preferences below: (this will help your Proxy fulfill your request. It will also reaffirm to Student Life what your wishes are.)

Important Timeline for Move Week

Mon, Jan 28
 10:00am-12:00pm & 1:00-4:00pm
****Proxy form is only applicable for this day****

Pull-Ins: Any resident who has a vacancy and has identified the person they wish to fill that vacancy, will need to come to the Office of Student Life, along with the individual they wish to have move in and to register the move.

Wed-Fri, Jan 30 - Feb 1
 10:00am-12:00pm & 1:00-4:00pm
****Proxy forms cannot be used during this timeframe. Residents must come in person****

Direct Room Swaps: Any residents who want to have a direct room swap, where two residents from different rooms swap spaces with one another, need to register their move by coming to the Office of Student Life together.

Open Move Period: Any resident who wishes to move to another place on campus can do so during this period. To register your move, the individual wanting to move needs to come to the Office of Student Life. If you are having difficulty finding a new room, should come to the Office of Student Life so our staff can assist you.

It is your responsibility to meet any potential roommates of rooms you are considering (if you wish to do so). Many residents with vacancies have completed Roommate Profile Sheets, which are available in the Office of Student Life, so you can learn more about those residents and their rooms.

All moves must be registered in the Office of Student Life before you move.
All registered moves must be completed within 24 hours of the request being approved.
 (This means, old room must be cleaned, old keys turned in, moved into new room, and new RCR completed)