



Housing

Guide to the Room Swap Process

STEP 1: Beginning at the Room Swap Page: <http://living.gwu.edu/room-swap>

Click the button to access the Room Swap Request Form.

Room Swap

GW Housing is pleased to offer students an online Room Swap process. This system is designed to give students the chance to find and swap to the room they have been looking for. The Room Swap process allows students to connect with other students on campus looking to change rooms.

Room swap will be available beginning at 1pm Eastern time on assignment release day through the first Friday in August. It will then re-open after the first three weeks of each academic semester. The Room Swap process is available to all students wishing to swap room assignments who do not live in a specialty housing option.

ROOM SWAP REQUEST FORM

STEP 2: Type in your NetID and Password.

Welcome to Housing E-Forms

Using this service you are able to complete many forms used by GW Housing Services at The George Washington University. Some of the forms available through this service include:

- Room Swap Requests

If you are a GW student, please log in with your NetID and password before continuing.

GW Students Log-in

If you are a current GW Student, please log in to edit your request. Some forms are only available to students after they have logged in.

NetID @gwmail.gwu.edu

Password

Login >>

For more information, visit the Living@GW website at <http://living.gwu.edu>.



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STEP 3: Read the instructions and click to continue.

Room Swap Request

In order to formally request a Room Swap, a student must choose to initiate the request and complete the online Room Swap form. The Room Swap process is a direct one-to-one swap of actual room assignments between two individuals of the same gender and with the same application type (i.e. Fall Only can only swap with Fall Only). The online system is designed to comply with all GW Housing occupancy requirements based on class year housing assignments.

When a Room Swap is requested, the ability to search additional Room Swap options is suspended until either a response is made by the requested student or the request is rescinded by the initiating student.

A Room Swap is not finalized until you have received confirmation from GW Housing.

If you have further questions, please contact GW Housing by phone at: (202) 994-2552 or via e-mail at: gwhouse@gwu.edu.

[Click here to continue](#)

For more information, visit the Living@GW website at <http://living.gwu.edu>.



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STEP 4: Confirm your profile information. Read the information. Check the box and click Activate Profile.

Room Swap Request

My Current Roommates

You do not currently have any roommates.

If this is not accurate, please contact GW Housing by phone at: 202-994-2552 or via e-mail at: gwhouse@gwu.edu.

My Room Swap Profile

Your Room Swap Profile is currently **INACTIVE**. You must activate your Room Swap Profile in order to be eligible for a room swap and to search available rooms.

Name George Washington
Email gdup@gwmail.gwu.edu
Gender M
RMS Class Standing 2017
Fall Room Mitchell 200
Assignment
Room Swap Profile **INACTIVE**
Status By creating a Room Swap profile, I understand and agree to the following:

1. The Room Swap process is a self-directed system designed to allow students with the flexibility to review possible swap options with responsibility on the student to initiate communication with other individuals also seeking Room Swaps.
2. Students have up to three weeks from the date that their profile was created to search Room Swap options before their profile is deactivated. Students can activate and deactivate their profile at any time.
3. Students understand that their profile information will appear on the search result pages of others while their profile remains active.
4. When a Room Swap Request Form is initiated, the profiles of the involved students will be inactivated and will not appear on the search results pages of others until either a response is made by the requested student or the request is rescinded by the initiating student.
5. A student who is selected for a Room Swap has the ability to accept or decline the request. Accepted requests will be sent to GW Housing for processing. Declined requests will reactivate the student's profile, permitting them to search additional Room Swap profiles.
6. Intentional misuse of Room Swap Process and profile information in any way is subject to possible administrative and/or judicial action, including but not limited to administrative profile inactivation.

Please contact GW Housing at (202) 994-2552 or gwhouse@gwu.edu for any questions.

My Room Swap Requests

No Room Swap Requests have been submitted.

For more information, visit the Living@GW website at <http://living.gwu.edu>.



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STEP 5: Enter search criteria for a particular building, room, or net ID and click Search.

Room Swap Request

Search for a Room Swap

Search by Building

Search by Room Size

Search by NetID @gmail.gwu.edu

STEP 6: Use the search results to communicate with other students about their room assignments.

Room Swap Search Results

Search for a Room Swap

Search by Building

Search by Room Size

Search by NetID @gmail.gwu.edu

Search Results

Email Address	Building	Room Size
thomasjefferson@gmail.gwu.edu	City Hall	Double
jamesmadison@gmail.gwu.edu	Mark Shenkman Hall	Double

Students with an active Room Swap profile have the opportunity to search the database of active Room Swap profiles of the same gender. There are three ways in which a search can be conducted:

1. Search by Building - Students may search for active Room Swap profiles within a particular building. First-Year students are limited to searching only First-Year residence halls.
2. Search by Room Size - Students may search for active Room Swap profiles based on the specific room size of the assigned student.
3. Search of NetID - Students may search for a specific student's active Room Swap profile by inputting their NetID.

Results will be presented in a list format. Results can vary based on selected search criteria, profiles being active or inactive at the time of the search, and pending submitted Room Swap requests.

Students have the responsibility to e-mail other students from their search results and discuss the possibility of moving forward with completing a Room Swap Request form.

[Return to my Room Swap Profile](#) | [Click here to complete the Room Swap Request Form](#)

For more information, visit the Living@GW website at <http://living.gwu.edu>.



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STEP 7: When you have found someone to swap with, take note of the student's net ID and click to go to the request form.

Room Swap Search Results

Search for a Room Swap

Search by Building

Search by Room Size

Search by NetID @gmail.gwu.edu

Search Results

Email Address	Building	Room Size
thomasjefferson@gmail.gwu.edu	City Hall	Double
jamesmadison@gmail.gwu.edu	Mark Shenkman Hall	Double

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3. Search of NetID - Students may search for a specific student's active Room Swap profile by inputting their NetID.

Results will be presented in a list format. Results can vary based on selected search criteria, profiles being active or inactive at the time of the search, and pending submitted Room Swap requests.

Students have the responsibility to e-mail other students from their search results and discuss the possibility of moving forward with completing a Room Swap Request form.

[Return to my Room Swap Profile](#) | [Click here to complete the Room Swap Request Form](#)

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STEP 8: Type in the NetID of the student you wish to swap with and click Submit Room Swap Request Form.

Room Swap Request Form

By requesting a Room Swap with the student named below, your profile will be inactivated until this student has accepted or declined your request. Please note that you may also withdraw your request at any time to reactivate your profile to allow you to search for other students.

Student A

Name	George Washington
Email	gdub@gwmail.gwu.edu
Gender	M
Class Standing	2017
Current Room Assignment	Mitchell 200

Student B

NetID:

By submitting this form, an email will be sent to **Student B** instructing them to log in and complete the second part of this form. The Room Swap Request is not complete until both students have completed the form.

This message will appear which confirms your Room Swap request.

Room Swap Request Form Submitted

By requesting a Room Swap with Thomas Jefferson, your profile will be inactivated until this student has accepted or declined your request. Please note that you may also withdraw your request at any time to reactivate your profile to allow you to search for other students.

Please contact our office at (202) 994-2552 with any questions you may have.

[Return to my Room Swap Profile](#)

For more information, visit the Living@GW website at <http://living.gwu.edu>.

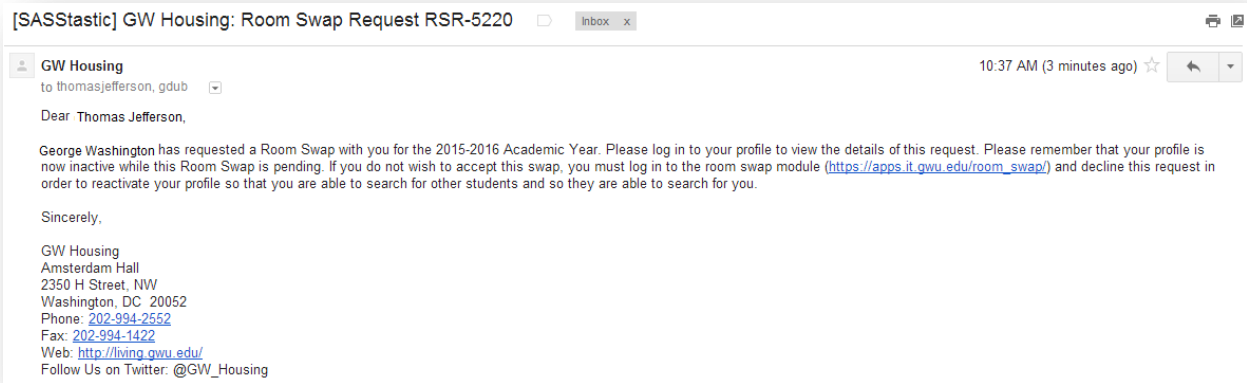


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You will receive this email if you request a swap or if someone requests a swap with you.



STEP 9: The recipient of the request needs to accept or decline the request.

My Room Swap Profile

Your Room Swap Profile is currently **INACTIVE**. You must activate your Room Swap Profile in order to be eligible for a room swap and to search available rooms.

Name	Thomas Jefferson
Email	thomasjefferson@gwmail.gwu.edu
Gender	M
RMS Class Standing	2017
Fall Room Assignment	City Hall 0616
Room Swap Profile Status	INACTIVE — Your profile is currently inactive because you have a Room Swap Request pending.

Please contact GW Housing at (202) 994-2552 or gwhouse@gwu.edu for any questions.

My Room Swap Requests

	Swapping With	Desired Room	Status	
RSR-5221	George Washington	Mitchell 200	Pending	<input type="button" value="Accept Request"/> <input type="button" value="Decline Request"/>

By **accepting** this Room Swap request, your profile will be inactivated while the swap is processed by GW Housing. You will be receiving a confirmation e-mail with moving instructions on completing your Room Swap. As moves are only permitted on the weekends, you will not be able pick up your keys or access the building until Friday at 5:00 pm.

By **declining** this Room Swap request, your profile will be reactivated to allow you to search for other potential Room Swaps and include your profile among search results of others.

For more information, visit the Living@GW website at <http://living.gwu.edu>.

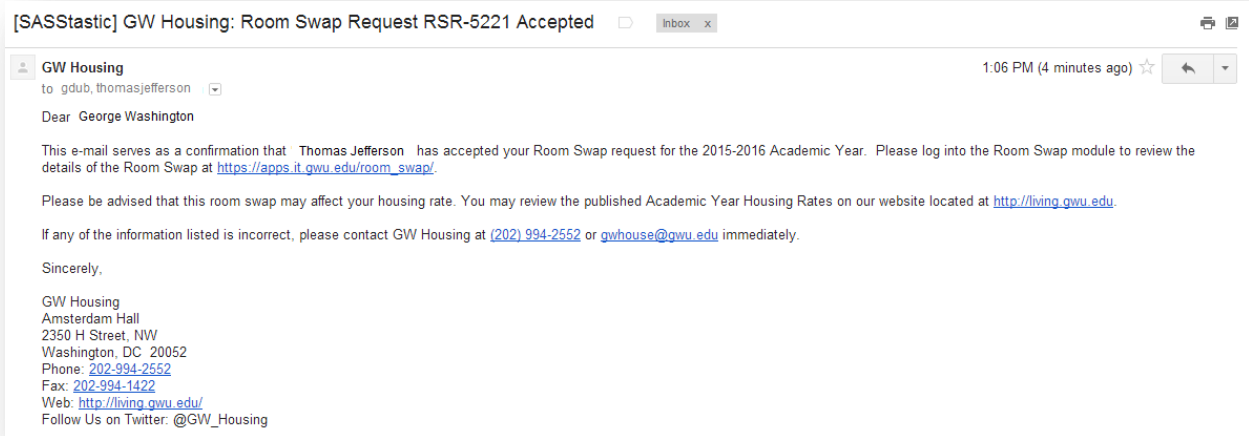


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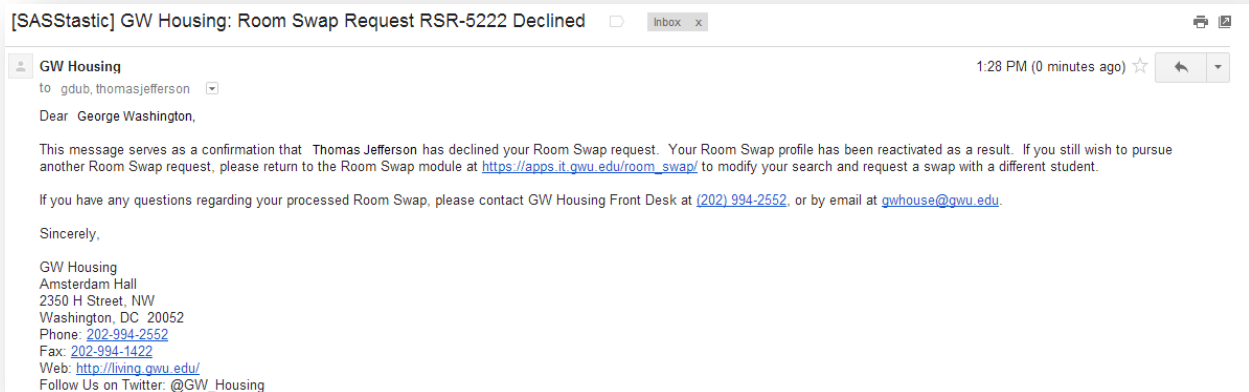


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You will receive this email when a request has been accepted.



You will receive this email when a request has been declined.



For more information, visit the Living@GW website at <http://living.gwu.edu>.

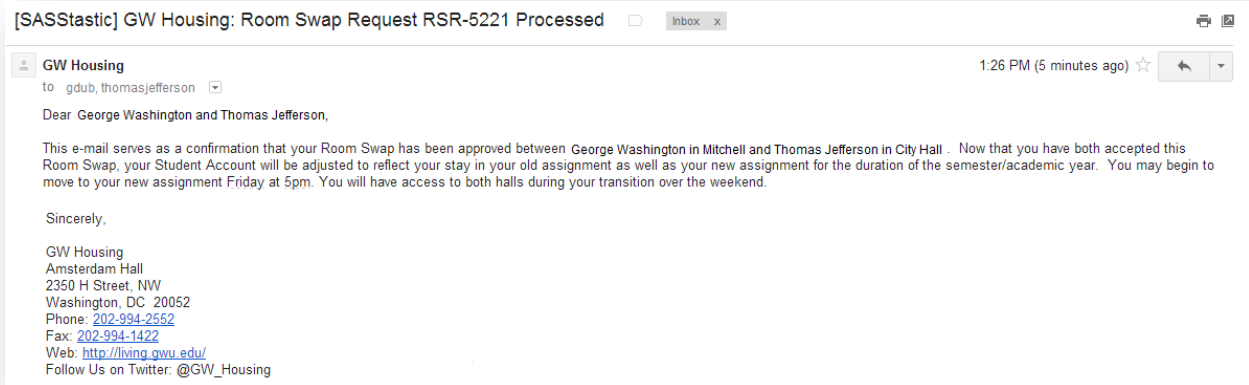


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You will receive this email when a request has been processed.



You will not receive any additional information if your room swap is received during the summer.

If your room swap occurs during the academic year, you will receive an additional email with moving instructions. All of our room swaps occur over the weekend, beginning at 5pm on Friday. You both will have until 11pm on Sunday to complete your swap.

For more information, visit the Living@GW website at <http://living.gwu.edu>.



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