Guide to the Room Swap Process

STEP 1: Beginning at the Room Swap Page: [http://living.gwu.edu/room-swap](http://living.gwu.edu/room-swap)

Click the button to access the Room Swap Request Form.

STEP 2: Type in your NetID and Password.
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additional Room Swap options is suspended until either a response is made by the requested student or the request is rescinded by the initiating student.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 gwhousing@gwu.edu.

For more information, visit the Living@GW website at http://living.gwu.edu.
STEP 4: Confirm your profile information. Read the information. Check the box and click Activate Profile.
STEP 5: Enter search criteria for a particular building, room, or net ID and click Search.

STEP 6: Use the search results to communicate with other students about their room assignments.
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.
STEP 8: Type in the NetID of the student you wish to swap with and click Submit Room Swap Request Form.

This message will appear which confirms your Room Swap request.
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.
You will receive this email when a request has been accepted.

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