



## **STUDENT MOVEMENT CHECKLIST**

*The purpose of this document is to inform and assist students with submitting a request to move to another/different residence. Please adhere to all the rules as no exceptions will be entered into*

*Please send an email to [posafunds@uj.ac.za](mailto:posafunds@uj.ac.za) providing the following information:*

- Full name (including surname)
- Student number
- Old accommodation and code
- New accommodation and code
- Student email
- Campus and year of study (e.g. 2<sup>nd</sup> year)
- Signed and complete movement checklist as per the instructions (**ensure that you pay attention to point no.4 on the form**)

### **NB**

- ✓ It is the student's sole responsibility to kick-start the movement process.
- ✓ Ensure to cc your Residence Manager on all correspondence for the smooth processing of your movement request