In an effort to explore all possible opportunities, we have designed a process that we are hopeful may result in some successful “bed-for-bed” room exchanges. This process is intended to provide you a forum to “swap” spaces with another student. By checking the box within the Bed-for-Bed Room Exchange section of the Housing Portal, you authorize the Office of Residential Life and Housing Services to share your contact information (email address, building location and type of room accommodation) with all other students interested in considering a bed-for-bed room change.

Once you opt into the forum, you will be able to search for an exchange online through the Housing Portal based upon your gender preference and classification. To opt into or out of the process you can check or uncheck the box within the Bed-for-Bed Room Exchange section of the Housing Portal at any time. Only those students who have opted into the process will be able to use the online search tool to search for participating rooms.

THE BED-FOR-BED ROOM EXCHANGE PROCESS

STEP ONE: Indicate your interest in participating in the Bed-for-Bed Room Exchange section

Students interested in participating in this forum must select the box within the Bed-for-Bed Room Exchange section of the Housing Portal. This box may be checked or unchecked at any time. Only those students who have opted into the process will be able to use the online search tool to search for participating rooms based upon gender preference and classification.

By opting into the forum, you authorize the Office of Residential Life and Housing Services to share the following details with you and other residents who also have expressed interest in changing room assignments.

• Your name
• NYU email address
• Residence Hall (not room number)
• Room type (i.e. double/2 bedroom/4 person, etc)

PLEASE NOTE: You are not under any obligation to agree to a room change if it is not your desire to do so, nor are you required to respond to all inquiries you may receive. We simply wanted to extend this option as a possibility that might satisfy your request and that of a fellow resident given the high occupancy rate on campus.

STEP TWO: Search for a Bed for Bed Room Exchange

Participating students are able to search by residence hall and/or room type for a Bed for Bed based upon their gender preference and classification. This feature is accessible any time through the Housing Portal as long as the student is opted into the process.

STEP THREE: Submit a Bed for Bed Room Exchange Request

Should two residents decide that a bed-for-bed room change is mutually desirable, both must confirm the acceptance through the Bed For Bed section of the Housing Portal.

• A student submits a request to another student through Housing Portal.
• The other student accepts the request through the Housing Portal
• The acceptance is confirmed by the original requesting student through the Housing Portal.

Once a bed for bed is agreed to between both parties through the Housing Portal, they must wait to receive a response email from the Office of Residential Life and Housing Services indicating that the Bed For Bed has been approved before they can begin to check in.

STEP FOUR: Completing the move

Once a bed-for-bed room exchange has been mutually agreed to through the Housing Portal and approved by the Office of Residential Life and Housing Services, it is the responsibility of the resident to complete her/his move in the time allotted, typically by 5:00pm on the Sunday following the approval. S/he must return the keys and check out of the original assignment, and check in at the new assignment, by 5:00pm on Sunday. Failure to properly check out and return the keys for the former assignment will result in a lock change fee added to the resident’s account with the Bursar’s Office on Monday.

TYPICAL TIMELINE:

Monday-Thursday: Both students submit their bed for bed acceptance through the Housing Portal.
Monday-Friday: Office of Residential Life and Housing Services emails approval of the bed for bed to each student.
Sunday: Residents must return the keys and check out of the former assignment by 5:00pm.