

# ACCOMMODATION TRANSFER FORM

Student Accommodation Centre  
Universiti Utara Malaysia  
06010 UUM Sintok, Kedah Darulaman



## APPLICANT DETAILS *(Please complete in BLOCK letters)*

<b>Full Name</b>			
<b>Matrik No</b>		<b>IC / Passport No.</b>	
<b>Programme</b>			
<b>Gender</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<b>Semester</b>
<b>Email Address</b>		<b>Contact No.</b>	
<b>Current Residential Hall</b>			
<b>New Residential Hall</b>			
<b>Reason For Application</b>			

## TERMS AND CONDITIONS

- Approval of this application are **SUBJECT TO AVAILABILITY OF ROOM.**
- Students are required to vacate their rooms by the end of the semester.
- Smoking, alcoholic drinks and gambling are prohibited in the Residential Hall area.
- Students must keep their rooms and common area clean at all times.
- Students are not allowed to bring any guests without approval of the Residential Hall Office.
- Students will be held responsible and must fully compensate any losses and damages to the facilities.
- Students are solely and fully responsible for ensuring safety and security of their belonging. No claim for any loss of property and/or belongings of the students will be entertained by the Student Accommodation Centre Management.
- Students should abide by the Rules & Regulations of the Residential Hall at all times as instructed while using the facilities of the Residential Hall.
- Students must bring their own pillows, pillow cases and bed sheets.
- Students are not allowed to change rooms and duplicate room keys without prior approval of the Student Accommodation Centre Office.
- The University Staff / Residential Hall Staff / Security shall be authorized to search and make inspection of rooms, which shall not be limited to general search of common area, but also specific area, which is locked. This may be conducted with / without the presence of the student.
- Students must allow University / Residential Hall staff to enter their rooms for maintenance purposes.
- The Student Accommodation Centre Management reserves the right to terminate the tenancy of those who violate any Rules & Regulations of the Residential Hall.
- The University reserves the right to impose new rules and/or amend existing rules in connection with the Residential Hall from time to time, and such addition and amendments shall be duly notified to students.

## DECLARATION

I, ....., Matric No., ..... hereby:

1. Confirm that I have read the Accommodation Terms & Conditions, and agree to abide by the said terms and conditions. If I fail to do so, Student Accommodation Centre Management is authorised to take any action that will result in the withdrawal of all residential hall facilities that have been given to me and/or be fined accordingly.
2. Confirm that all information given is complete and correct, thus Student Accommodation Centre Management reserves a right to reject my application if the information given incomplete.

Student's Signature: .....

Date: .....

FOR OFFICE USE		FOR OFFICE USE	
<b>APPLICATION STATUS :</b>  <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		<b>APPLICATION STATUS :</b>  <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
<b>Current Residential Hall</b>	<b>Principal</b>	<b>New Residential Hall</b>	<b>Principal</b>
<p>.....  <b>Signature/Chop</b></p> <p><b>HOSTEL MANAGER</b>  <b>For DIRECTOR</b>  <b>STUDENT'S ACCOMMODATION CENTRE</b>  <b>UNIVERSITI UTARA MALAYSIA</b></p> <p><b>c.c The Principal of Students' Residential Hall</b></p>			