



Fall 2022 Early Arrival Form

Students who need to arrive early for the Fall 2022 semester must complete this form.

Individuals that want to arrive early, that are NOT AFFILIATED with an University group arriving early, must complete this form. Requests will be reviewed by Residence Life. Due to staffing and administrative time to accommodate individual early arrival requests, a \$50 per day fee may apply.

YOU ARE NOT APPROVED TO ARRIVE EARLY UNTIL YOU RECEIVE AN APPROVAL EMAIL FROM THE RESIDENCE LIFE OFFICE. Early Arrivals fees must be paid in advance. When you receive approval, you will also receive the payment instructions. You will not be allowed to move in unless to pay the fees ahead of time.

Scheduled check-ins that DO NOT need early approval

Regularly Scheduled Check-in Dates

- *Thursday, August 18 - Freshmen and new transfer students*
- *Saturday, August 20 - Sunday August 21 - Sophomores, Juniors and Seniors*
- *Additional information will be emailed to your PennWest email account that will outline a plan of arrival.*

Last Name: _____ First Name: _____

Assigned Room/Hall: _____ Student ID#: _____

Student Email: _____ Cell Phone#: _____

Name of Sponsor (coach/program/employer): _____

Reason for Staying: _____

Date you are requesting to arrive: _____

NO ONE WILL BE PERMITTED TO STAY WITHOUT PRIOR PERMISSION!

Student Signature: _____ Date: _____

Please email the form back to:

clarionreslife@pennwest.edu

FOR OFFICE USE ONLY:

Date Approved _____