Step 1: Visit vcu.erezlife.com and log in with your VCU credentials.

Step 2: Click “view available job postings.”

Step 3: Click “COVID MOVE OUT”
Step 4: Read through the information and click the “Apply Now” button located at the top and bottom of the page.

Step 5: Click the checkbox located next to “By submitting this application, I declare that I understand and agree to the following.” By clicking this button, you agree to:

- I acknowledge that if my guest or I have a fever or exhibit any COVID-19 symptoms, we will not return to campus.
- I acknowledge that there will not be carts available to assist me in my move out process.
- I acknowledge that my guest and I must wear face coverings and practice social distancing while on campus for the move out process.
- I acknowledge that I am only able to have one guest during my move out process.
- I acknowledge that I am only able to move out and have access to my residence hall during my chosen time slot.
Step 6: Click the “Submit” button.

* Please be patient and do not refresh the page. It will take a few seconds to load the next step.

Step 7: Click “Schedule an interview for New Applicant” under “Action items”

A new window will appear. If you are using a phone or tablet, it might be easier to view in a horizontal format. * Please be patient and do not refresh the page. It will take a few seconds to load the next step.
Step 8: Click on the time slot you wish to reserve. To view all the available time slots for your building, use the scrolling bar on the right side of the “Select interview timeslot (New Applicant) window.

Step 9: Click the “Request” Button located at the bottom of the “Select interview timeslot (New Applicant) window.

* Please be patient and do not refresh the page. It will take a few seconds to load the next step.
Step 10: Your time slot has been reserved. You will see your time slot under schedule interviews. If you wish to change your time slot, then follow the directions on the next page.

Step 11: Check your VCU email for a confirmation message. Your message will look similar to the email below. It will state, “You have requested an interview at Virginia Commonwealth University”. This is your move-out time slot. **You do not have to interview to move-out.**
Step 1: Visit vcu.erezlife.com and log in with your VCU credentials.

Step 2: Under “Your job applications,” click “COVID MOVE OUT.”

Step 3: Click “request different interview session.”
Step 4: Click on the new time slot you wish to reserve. To view all the available time slots for your building, use the scrolling bar on the right side of the “Select interview timeslot (New Applicant) window.

Step 5: Click the “Request” Button located at the bottom of the “Select interview timeslot (New Applicant) window.
Step 6: Your new time slot has been reserved. You will see your new time slot under schedule interviews.

Step 7: Check your VCU email for confirmation message.