HOW TO MAKE A PAYMENT FOR GUEST HOUSING

Go to housing.uncc.edu, hover over the “CONFERENCE/INTERN HOUSING” tab, click on “GUEST Housing” from the drop down.

Click “Guest Housing Application”

Use the same login and password you used when you applied. If it asks for a registration/form code, use UNCCGuest2019

It will take you to this page. Click on “Make Payment”
Check your cart to verify there are no errors. Once you have verified everything is correct, go to “Continue To Checkout”
- If you see you are being charged twice for the same room, go to “edit cart” and remove the room from your cart. It should fix the problem.
- Check your Billing Address. If your credit card is declined when attempting to make a payment, it’s typically because the Billing Address doesn’t match EXACTLY with what your bank has on record.

If your program or department is paying for your stay with departmental funds, please select “Complete Application” under Payment Type then click “Finish Registering”
If you are paying for your own stay, select “Credit/Debit” and select your payment amount.
- Email Sara Sibley at ssibley@uncc.edu to schedule an appointment Monday – Friday, 8AM – 5PM if paying via cash/check.

After selecting your payment amount, you will be brought to this page. Please be sure the billing information matches exactly with what is connected to your card and what is listed on the previous page, otherwise the payment will be rejected.
After you make a payment, you will be brought to this page. You can confirm your payment went through if you received an email from Iris Registration. If you do not receive an email, then the payment did not process correctly. If you are having difficulty or need help, please contact Sara Sibley at ssibley@uncc.edu.

Thank you for your interest in Guest Housing at UNC Charlotte, your application is complete. Please note that a completed application is not a guarantee of acceptance into the Guest Housing program. Someone will be in contact with you via email to let you know if we are able to accommodate your housing request. In the meantime, if you have additional questions, please contact hr@uncc.edu.