HOW TO COMPLETE INTERN HOUSING APPLICATION

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

Click “APPLY FOR INTERN HOUSING”

Create an account (DO NOT use the option to login through Facebook, Google, and Yahoo options!) Please use your valid college/university email address ending in .EDU

After creating an account, use that information to log in. If it asks for a registration/form code, use UNCCIntern2020
Complete the **PERSONAL INFORMATION AND EMERGENCY CONTACT INFORMATION** sections:

You **MUST** enter a valid college/university email ending in .EDU to proceed. If you are a UNC Charlotte student or have ever stayed at UNC Charlotte for intern housing, please enter your ID# beginning in 800/801. If not, leave it blank.
Complete the **COLLEGE/UNIVERSITY AND INTERNSHIP INFORMATION/SPONSORSHIP** sections:

**IMPORTANT:** If your internship is paying for your stay, they need to contact hriconferences@uncc.edu to get you a "Coupon Code." Otherwise, you will be responsible for paying your $250 deposit to complete your application.

**Complete the ROOM SELECTION/OPTIONAL MEAL PLAN** sections:

*Please read room type descriptions carefully before making your selection. You are able to log back into your application after the application closes to decide if you want to purchase a meal plan.*

![Room selection diagrams](image)

Complete the **TERMS AND AGREEMENT** section and click next to continue to payments.

After completing all sections, you will continue to the summary page. Review the following summary and payment instructions that apply to you based on your intern sponsorship type:
For SPONSORED Interns: enter your internship’s coupon code on this page. The code will allow you to bypass the $250 deposit. Verify everything is correct and click Finish Registration. You will then see the final page. Review and check your email.

For NON-SPONSORED Interns: Verify everything is correct and click Continue to Checkout.
On this page, you will be able to select pay minimum amount required which the $250 non-refundable deposit, pay in full, or make partial payments towards your balance as long as the deposit is included.

Continue onto your personal payment information screen and submit. If successful, you will reach the final page.