

- Log into **mySeaport** <http://myseaport.uncw.edu/>
- Once logged in, go to the **Student Services** tab
- Scroll down the left side, and under the **Services** section, Select the link for the **Contract & Pay Housing Fee**
- This will take you to the housing application

On the Housing Portal Landing Page, the student can confirm their identity within the system by checking their name.



University of North Carolina Wilmington

Greetings **[[Profile..Full\_Name]]**,

Welcome to the official UNCW Housing and Residence Life application. From here, use the links below to navigate through the housing process, including signing your housing contract. You can also come back here anytime to view your housing summary.

*Click the "Next" button at the bottom of the page to get started.*



**Cancel**



**Next**



Click **NEXT**

**The next step is to sign your contract.** You will need to agree to the contract & **agree to the \$105** Housing contract fee. This will be done through the deferral process by placing the \$105 Housing Fee on your **student account**. Click the **YELLOW** button to contract and start the process.

## UNCW Housing Agreement Process

**[[Profile..Full\_Name]]**, to be eligible for UNCW on-campus housing, you **must** complete **Step One**.

After completing **Step One**, you may proceed to **Step Two** and submit your *Emergency Contact* information.

### Step One: **Contract & Payment**

To be eligible for UNCW on-campus housing, you'll need to **sign** the *Housing Contract Agreement* and submit your request for the non-refundable \$105 *Housing Contract Fee* to be placed on your student account. Click the button below to get started.

**Contract  
& Pay**



A new window will open:



## Housing Contract Payment Instructions

If you have reached this page, you are an International Student applying for on-campus housing and your \$105 non-refundable **Housing Contract Fee** will be applied to your **UNCW student account balance**. Please follow the 5-step process below:

**Step 1)** Proceed to the next page using the "NEXT" button below.

**Step 2)** Select your on-campus housing preference: a **single-occupancy room in the University Suites**, a **double-occupancy room in the University Suites**, or a **single-occupancy room in one of our Seahawk Complexes**

**Step 3)** Review the Housing Contract and sign it using your **UNCW Email ID**, then click "**I AGREE.**"

**Step 4)** A Housing & Residence Life Staff Member will process your account for payment. You can then use your scholarship or student loans to pay the balance. **\*YOU DO NOT HAVE TO ENTER ANY CREDIT CARD INFORMATION AT THIS TIME\***

**Step 5)** Afterward, continue to check your UNCW email frequently for any further instructions.

\*By signing the Housing Contract & submitting your deferral request for the \$105 Housing Contract Fee, you are choosing to enroll in on-campus housing.\*



Click **NEXT**

**Select your occupancy preference:** a **single** or **double occupancy room** in **University Suites** or a **single occupancy room** in one of our **Seahawk Complex** communities. (*\*note\* our office cannot guarantee a particular building or room preference*)

### Select Your On-Campus Housing Preference

Please select your desired on-campus housing below. Our department does its best to accommodate student room requests; however, due to space constraints we cannot always meet student requests. Please know that our office does not guarantee a particular building, or room preference.

**Occupancy Preference (please choose one)**

- Seahawk Complexes - Single Occupancy Room \*
- University Suites - Double Occupancy Room
- University Suites - Single Occupancy Room

Rates for on-campus housing can be found on our [website](#).

Agree to the Housing Contract by checking off each assertion.

Sign your Contract by entering your University ID. (**Make sure your EMAIL ID is in all CAPS!**)

Click "I Agree"

- I have read and understand the terms of the housing agreement contract as outlined here. \*
- I understand that I am obligated to a contract comprising the entire academic year and my electronic signature serves as acceptance of this agreement. \*
- I understand the housing contract fee is non-refundable. \*
- I understand by enrolling to UNCW, I will be responsible for the full cost of the room for the contract period once I have entered into an assignment. \*
- I declare I am at least 18 years of age.

1 semester exchange students are only obligated to pay for 1 semester of housing.

I acknowledge that I have read the Housing Agreement Contract and I agree to the terms and conditions set forth; by signing this contract and paying my non-refundable housing fee, I acknowledge that I am freely entering into a housing contract with the Office of Housing and Residence Life at the University of North Carolina Wilmington. Entering your university email ID and clicking "I Agree" constitutes your electronic signature of this Contract.

**EMAIL ID**

sample \*

**Co-signature Email 1**

sample \*

 [I Agree](#)

Click **FINISH**



You **MUST** hit the **FINISH BUTTON** to submit your application



[Finish](#)

Now you will enter your Emergency Information:

**Information Update**

If you need to update your *Emergency Contact* information, you may access it below. This information was originally completed during the initial application process, however you may update it at any time.

All students must provide emergency contact information for our staff; in addition, students 18 or older may choose to register a "*Confidential Contact*" in case a student goes missing for over 24 hours.

**\*Note:** This information is strictly confidential.

[Emergency Contacts](#)

Confidential Contact	Emergency Contact	
<b>First Name</b> Missing Person	<b>First Name</b> Emergency	<b>Ph-Home</b> Emergency
<b>Last Name</b> Missing Person	<b>Last Name</b> Emergency	<b>Phone Work</b> Emergency
<b>Phone Cell</b> Missing Person	<b>Email</b> Emergency	<b>Phone Cell</b> Emergency
<b>Email</b> Missing Person		

When you are complete, select the **FINISH** button

The process is now complete. You will receive an email once your assignment has been made. This email will instruct you how to log back onto mySeaport to find your room assignment and roommate information.

*If you have any questions about this process, please contact the Office of Housing and Residence Life at 910-962-3241 Monday through Friday, 8am – 5pm EST.*

*If you have any questions about your assignment, please contact Housing at [housing@uncw.edu](mailto:housing@uncw.edu)*