

Housing Contract Guide



HOUSING & RESIDENCE LIFE
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

Step 1: Log In To Your Housing Portal

- ☐ Navigate to the UAH Housing Website.

New Student Contract

HOUSING

- Residence Halls +
- Resident Services +
- Signup & Contracts -
- New Student Contract
- Returner Student Contract
- Live On Requirement
- Appeals & Cancellations
- Get Involved
- Meet the Team
- Frequently Asked Questions

Apply Now

For the purpose of this application, please use the following definitions as you continue, making sure you are following the appropriate process for **YOU**.

Definitions:

First Time in College (FTIC): incoming students that will be attending college for the first time ever as they enter UAH in the Fall semester (generally have just graduated from high school).

New Student: incoming students who have never attended UAH or are transferring to UAH or students who have attended UAH previously but are choosing to reside on campus for the first time.

The Spring 2027 Housing Contract will open on **Wednesday, October 14, at 9am CDT**. Any student who needs housing for Fall 2026 will need to reach out to UAH Housing directly and staff will work with the student directly. All incoming FTIC students are required to live on campus unless they live within the 30 mile radius or receive an approved exemption. Review [First Year Housing Requirement](#) for further information. FTIC students *do not* sign up on the waitlist.

*Note: Current residents with an existing Fall 2026-Spring 2027 Housing Contract, **do NOT** need to submit a Spring 2027 Housing Contract.*

[HOUSING PORTAL >](#) Click Here

- ☐ Locate Housing Portal and log in.
- ☐ Once in portal, choose Housing Contract.

UAH
THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE.

Housing Contract Log Out

Hello, [redacted]

Welcome to the The University of Alabama in Huntsville Housing Portal for all housing items and processes.

For general information, please visit the UAH Housing website.

Housing Contract

Student Information

Student Name: [redacted]

Your UAH Student Number: [redacted]

Email Address: [redacted]

- ☐ Select the corresponding academic year/term you are applying for.

Step 2: My Information

☐ Review your student information.

☐ Answer the required questions marked with *(required)*.

My Information

Application Status: Application Started

On this screen, answer the the individual questions provided. The required questions to answer and move on through the contract are marked with a (Red Required) beside it. The other questions are optional. Note, Mobile Phone should be your (the student) personal cell phone number.

First Name

Jane

Last Name

Smith

Preferred Name

Date of Birth

9/1/2008

Gender

Female

Student Number

If you have a non-UAH email address that you would like to provide, do so here.

What is your cell phone number? *(Required)*

Step 3: Complete the Roommate Matching Questionnaire

- ☐ The prefix of your UAH email will serve as your username to protect your privacy during the roommate matching process. You will use this for communicating with other admitted students who have applied for housing.
- ☐ Answer the series of 11 questions about your living habits and preferences.

Room Questionnaire

How clean do you plan to keep your room?

Clean weekly

What is your comfort level of noise in your room?

Loud Noise

What is your comfort level of temperature in your room?

69-70 degrees

- ☐ Complete the *About Me* section to provide additional information about yourself. (*optional*)

About Me Section: Please provide more about yourself, such as hobbies or interests.

All students must complete the roommate matching questionnaire, even if they know who they are already wanting to roommate match with.

Step 4: Address and Contacts

- ☐ Provide information for an Emergency and Missing Person Contact.

Emergency Person Contact

Emergency Contact Full Name (Required)

Charger Blue

Emergency Contact Email (Required)

housing@uah.edu

Emergency Contact Mobile Phone (Required)

2568246108

Emergency Contact Home Phone

Emergency Contact Work Phone

Emergency Contact Relationship (Required)

Family Member



Missing Person Contact

Missing Person Contact Full Name (Required)

John Smith

Missing Person Contact Email (Required)

housing@uah.edu

Missing Person Contact Mobile Phone (Required)

2568246108

Missing Person Contact Home Phone

Missing Person Contact Work Phone

Missing Person Contact Relationship (Required)

Sibling



We recommend two different people for these contacts; however, you can use the same person for both.

Step 5: Living Requests

- ❑ First Year Students: Provide two building preferences.

Please add at least 2 preferences.

Click here to add multiple options  [Add Preference](#)

Order	Room Preference	Delete
1	Central Campus Hall	Delete
2	North Campus Hall	Delete

[Save & Continue](#)

You will indicate your first building preference then click "Add Preference" to add the second preference.

- ❑ Non-First Year Students: Provide your room type/building preferences.

[Add Preference](#)

Order	Location	Room Preference	Delete
1	CV Original	2 Bedroom S...	Delete
2	Southeast C...	3 Bedroom S...	Delete

[Save & Continue](#)

We recommend listing at least two room types and two building preferences.

Step 6: Meal Plan Acknowledgement

- ☐ Review the information about meal plans.
- ☐ Confirm the acknowledgment statement.

Meal Plan Acknowledgement

Application Status: Application Started

All full-time undergraduate students living on campus are required to purchase a meal plan. Default meal plan charges are automatically placed onto a student's account based on the number of terms lived on campus (fall and spring semesters only). The only exception is for students living in Southeast Campus and Greek Row which will receive the Commuter Plan. Below are the default options.

1. Charger Blue - Default plan for First and Second Year residents
2. Block 85 - Default plan for Upperclassmen residents
3. Commuter - Default plan for Southeast Campus and Greek Row residents.

Meal plan rates for the upcoming academic year are typically made available during the summer before the academic year begins. The meal plan charge is also added to the student's account during this timeframe. To view the current academic year's rates, visit the [Meal Plans webpage](#) through the Charge Card Office.

☐ I acknowledge that I will be assigned the default meal plan for the upcoming academic year. (Required)



Click here to confirm

Save & Continue

Step 7: Grad Guard Insurance

The Housing Office has partnered with GradGuard to provide a renter's insurance type. Renter's insurance is not required, but is highly encouraged. You can review GradGuard to see if it fits your needs or explore other options.



What if you had to replace it all tomorrow?



Did you know that The University of Alabama in Huntsville does not cover the cost of your personal belongings being stolen or damaged? Due to this, you are expected to obtain renter's insurance before you move-in.

The University of Alabama in Huntsville has partnered with GradGuard, which offers a unique renter's insurance program that has protected over 500,000 students nationwide. Here are a few scenarios in which renter's insurance can help:

 A pipe bursts in your residence hall causing damage to your laptop.

 You lock your bike up, head to class and when you return, your bike is gone.

 You return to the residence halls after the gym, to find that someone accidentally caused a fire on your floor and the smoke ruined all of your clothes, books and bedding.

Step 8: Sign the Housing Contract

- ☐ Carefully review the Housing Contract
- ☐ Sign the contract by entering your Legal First Name and Last Name in the required field.

Enter your full legal name (First Name and Last Name) **Jane Smith** below to sign your contract.

Full Name (First Name and Last Name):

signature

Sign Contract & Continue

Once the contract is signed, you will be financially committing to the University and will only be let out of your contract for reasons stated in the contract along with associate fees.

- ☐ If you are under 19, a parent or Legal Guardian will be emailed a proxy agreement (housing contract) to sign.

Proxy Agreement

Because you are under the age of 19, you will need to have a parent or guardian also sign the Housing Contract along with you. Please click the Add button below to add contact information for the parent or guardian.

Add

Click here to add a name

Last	First	Email	Relations	Expiry	Comple	Delete
Name	Name		hip	Date	ed Date	

If under 19, you cannot move forward with the housing contract until the proxy agreement is completed.

Step 9: Submit Your Application Fee

- ☐ Read through the Application Fee and Fee Payment Checkout pages.
- ☐ You'll be directed to TouchNet to pay the \$125 non-refundable housing application fee to complete the process.


Payment

Payment Information

* Indicates required information

Total:

\$125.00

Payment Method:

Credit Card



Account Information

* Indicates required information

Credit Card Type:

Select a Credit Card Type

Account Number:

Expiration Date:

10

2026

Security Code:

[View Example](#)

Name on Card:

Additional Information

- Once payment is confirmed, you will be redirected to a Thank You page stating that the housing office has received your contract. Click on 'Click Here to Submit Your Housing Contract' to officially submit.
- You will receive a confirmation email of the housing contract being submitted to your UAH student email address.
- UAH Housing will send periodic email reminders to your UAH student email. Continue to check your University email to ensure you are up-to-date on all the latest information concerning your housing for the academic year.