

## SUNYIT International Graduate Enrollment Confirmation Form

To reserve a space in our upcoming class, full-time international students are required to submit a non-refundable \$300 tuition deposit which will be applied to the tuition bill upon course registration. Please complete and return this form to the Graduate Center and make payment of \$300 by the date indicated in your acceptance letter or your offer of admission will be withdrawn.

You can also pay your housing deposit of \$150, details are below. International Students are strongly encouraged to live on-campus. To learn more, visit SUNYIT's Residential Life website, here: [http://www.sunyit.edu/residential\\_life/](http://www.sunyit.edu/residential_life/)

**First Name (Given Name As It Appears in Your Passport)**

---

**Last Name (Family Name As It Appears in Your Passport)**

---

**Birth Date**(MM/DD/YY) \_\_\_\_\_ **Program** \_\_\_\_\_

**I will be enrolling at SUNYIT for the following term:**

Fall 20\_\_\_\_  Spring 20\_\_\_\_

**I would like on-campus housing:**  Yes  No

*(If you choose "Yes", you are required to submit a \$150 housing deposit in addition to your \$300 tuition deposit to hold a place for you in one of the Residence Halls.)*

**Please check deposit amount:**

- I am making a \$300 payment for the tuition deposit only.  
 I am making a \$450 payment for the tuition and housing deposits.

**Please check payment option:**

- Pay to Study** – go to <https://sunyit.paytostudy.com> and see instructions on page 2. (SUNYIT has partnered with Pay to Study to help make international payments easy, convenient, and with better currency exchange rates than those available directly through banks or credit cards.)
- On-line payment**  
*(See page 3 for detailed instructions on paying the deposit online.)*
- Check/demand draft payable to "SUNYIT"**
- Credit card payment**

**Please complete if you are paying by credit card:**

Card Type  Visa  Mastercard  Discover

Cardholder's Name \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder's Address \_\_\_\_\_

City \_\_\_\_\_ Region/Province \_\_\_\_\_

Postal Code \_\_\_\_\_ Country \_\_\_\_\_

## How to use PaytoStudy?

Step 1	Once you have registered you can immediately begin your payment process on the PaytoStudy system.
Step 2	<p>Please complete any outstanding registration details on the “<b>Step 1- Pay your fees - complete this payment application</b>”.</p> <p>Please complete your “<b>Payment details</b>”.</p> <p>You will need to complete the following information:</p> <p>“<i>Who is making the payment</i>”:          In the dropdown box, click <a href="#">Student or Parent or Relative of student</a></p> <p>“<i>From which country would you like to pay</i>”:          In the dropdown box, click <a href="#">the country where you are making the payment from</a></p>
Step 3	You will then receive the up-to-date live currency exchange rate and you will be told how much you need to deposit in your home currency (e.g. a student paying from Japan will be told how much to pay in Yen). Once you choose in the drop-down menu that you are “ <i>ready to pay today</i> ” and click <a href="#">Process Transaction</a> , the next page will provide you with the PaytoStudy bank account details for their bank account in your own country. Please follow the instructions provided and deposit the amount given into this bank account. (You can use your online banking to do this or you may prefer to go down to your local bank account to request the bank to make the local transfer). Once you have made the local deposit you must scan and email copy of your deposit slip to the PaytoStudy team at <a href="mailto:confirm@paytostudy.com">confirm@paytostudy.com</a> .
Step 4	Please be advised that once you first register on the PaytoStudy site, a PaytoStudy customer service representative will contact you to advise you of how to make this payment. They will request that the person making the payment submit a copy of their <u>proof of their identity</u> (e.g. scan copy of photo ID page of passport ) and SUNYIT acceptance letter <b>or</b> tuition bill . These are requirements by law the first time you use the PaytoStudy system.
Step 5	<p>Once you have made the local deposit into the PaytoStudy local bank a/c in your local currency <u>and</u> sent in the above scans, PaytoStudy will immediately process payment so that it is completed within 48 hours.</p> <p>Both you and SUNYIT will receive an email from the PaytoStudy Payments team with a PDF copy of your payment confirmation receipt. You will also be able to view this receipt online. Full details of your exact payment will be on this receipt.</p>

**PaytoStudy Customer Service team:** If you have any questions regarding your payment or this payment process, you can contact the Customer Service team at PaytoStudy using the follow methods:

<ul style="list-style-type: none"> <li>• <b>Skype:</b></li> </ul>	If you would like to Skype chat with one of the PaytoStudy Customer Service team, please add us as a contact. Our Skype username is <a href="https://www.skype.com/user/international.students.payments">international.students.payments</a>
<ul style="list-style-type: none"> <li>• <b>Access Local Office/More Info:</b></li> </ul>	<a href="http://www.paytostudy.com">www.paytostudy.com</a>
<ul style="list-style-type: none"> <li>• <b>Telephone number(s):</b></li> </ul>	<u>North American main contact number</u> Phone: +1 312 496 6606 <u>European main contact number</u> Phone: +353 1 8872892 Email: <a href="mailto:info@paytostudy.com">info@paytostudy.com</a>

**Online Payment Instructions: Carefully follow these instructions:**

Go to [www.sunyit.edu](http://www.sunyit.edu)

Click on "Current Students" tab (*green tab located in the middle of the homepage*)

On the left, click on "Banner"

Click on "Enter Secure Area"

***Use your SUNYIT U# as your user ID (this # can be found in the lower left-hand corner of your acceptance letter)***

***Use your date of birth as your PIN in this format: mm/dd/yy***

Click on "Login"

***You will immediately be prompted to change your password for future logins. You will need to change it to a 6 character password that contains at least 2 letters and 2 numbers. (Be sure to save this for future use.)***

Click on "Student/Financial Aid"

Click on "Registration"

Click on "Miscellaneous Payments"

You will now be on the NBS e-Cashier page

Click on "Proceed" at the top of the page

Fill in your information

Here are some guidelines to assist you in completing the form:

***Use your SUNYIT U# as your Student ID (Your U# can be found in the lower left-hand corner of your Acceptance Letter)***

***International students can use SUNYIT's address in address fields as follows:***

***Address: 100 Seymour Road***

***City: Utica***

***State: NY***

***Zip: 13502***

***Under the "Payment Option" section, select "Tuition Deposits"***

***If you are paying the \$300 tuition deposit only, type in \$300 for "Net Amount Owed."***

***If you are paying the tuition AND housing deposit, type in \$450 for the "Net Amount Owed."***

If you have carefully followed these steps but are still experiencing problems, contact [bursar@sunyit.edu](mailto:bursar@sunyit.edu)