COLLEGES OF NANOSCALE SCIENCE + ENGINEERING
SUNY POLYTECHNIC INSTITUTE

Graduate Admissions Office
100 Seymour Road, Utica, NY 13502
Phone: 315-792-7347 | Fax: 315-792-7221
graduate@sunyit.edu

Graduate Enrollment Confirmation Form (Albany)

To reserve a seat for the fall '16 semester, complete and return this form to the SUNY Polytechnic Institute Graduate Admissions Office by the date indicated in your acceptance letter or your offer of admission will be withdrawn.

Name: _____

University ID (*found at the bottom of your acceptance letter*):_____

Date of Birth (MM/DD/YY): _____ **Program:** _____

Current Email Address: _____

Indicate enrollment option:

☐ **I will be enrolling for the Fall '16 semester.**

☐ **I will not be enrolling for the Fall '16 semester. Please withdraw my application.**

☐ **I will not be enrolling for the Fall '16 semester. Please contact me regarding a deferral of my acceptance to a future semester.**

Indicate deposit amount:

☐   I am a full-time student making a $50 payment for the tuition deposit only.

☐   I am a full-time student with a research assistantship. Please waive the monetary deposit.

☐   I am a full-time student transferring to SUNY Poly from the graduate Nano program at the University at Albany. Please waive the monetary deposit.

☐   I am a part-time student. *(No monetary deposit is required)*

☐   I am a U.S. Veteran. *(No monetary deposit is required)* Please circle: Full-Time Part-Time

☐   **I have indicated my option for paying the deposit on the reverse side of this form (if applicable).**

Indicate your payment option:

☐ **Check payable to "SUNY Polytechnic Institute"**

☐ **Credit Card payment**

Card Type: ☐ VISA   ☐ Mastercard   ☐ Discover

Cardholder's Name: _____

Credit Card Number: _____Expiration Date: _____(MM/YY)

Cardholder's Address: _____

City: _____Postal Code: _____

State: _____ Country: _____

☐ **On-line payment**

To make the deposit payment online, follow these instructions:

1. Go to www.sunypoly.edu
2. Click on "Current Students"
3. On the left, click on "Banner"
4. Click on "Enter Secure Area"
5. User ID: Use your University ID *(Found on the bottom of your acceptance letter)*
   PIN: Use your Date of Birth in this format: MMDDYY
6. Click on "Login" *(You will immediately be prompted to change your password for future logins. Be sure to save this for future use).*
7. Click on the "Student Services & Financial Aid" tab
8. Click on "Student Records"
9. Click on "Miscellaneous Payments"
10. Follow instructions for e-Cashier: Click on "Next Step" and enter your information.
    For your SUNY Poly Student ID Number:
    Use your University ID (U#) found on the bottom of your acceptance letter.
11. For "Select the program or fee(s) for which you are paying", select "Tuition Deposits." Click "Next Step."
12. For "Net Amount Owed" type in **$50** to pay the tuition deposit.
13. Select your payment method and follow the remainder of the instructions.

    If you have carefully followed these steps but are experiencing any problems, please contact the Bursar's Office at 315-792-7412 or bursar@sunyit.edu.

U.S. News & World Report - "America's Best Colleges" and Top 25 Public Schools in the "Regional Universities - North" Category.

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