



ENROLLMENT DEPOSIT INSTRUCTIONS

Online Payment

1. Log on to GWeb Information System at banweb.gwu.edu.
If this is your first time using GWeb or you need assistance, please review "How to Access GWeb" at go.gwu.edu/accessGWeb.
2. From the Main Menu page, under **Student Records and Registration**, click "Admissions."
3. Select "Pay Enrollment Deposit."
This will take you to the Student Accounts eBill page through the TouchNet Information Systems.
4. At the top of the page, click on the "Deposits" tab. (**Do not click on Payments.**)
5. Choose "Summer 2020" as your term of Enrollment from the drop-down menu. Click "Select."
6. Click "Select Deposit Payment."
7. From the drop-down menu, Choose "Intl Summer Program Deposit" Click "Select."
8. Review the Intl Summer Program Deposit details. Make sure the term is correct (Summer 2020).
If the term is correct, click "Continue."
9. Select a payment method from the dropdown menu.
10. Make a payment.

Electronic Check (checking/savings) or New Debit/Credit Card

- If paying by Electronic Check, enter Bank Account Information.
- Select the Account Type from the drop down menu (checking or savings)
- Enter the ABA Routing Number and the Account Number
- Confirm the Account Number
- Enter the Name on the Account
- To save this payment method for future use, check the box and create a name
- Click "Continue"

Debit/Credit Card

- Enter Account Information.
GW accepts debit/credit card payments for admission deposits only. Debit/credit cards are not accepted for payment of tuition, housing or other course related fees.
- Enter Card Number, Cardholder Name and Expiration Date
- Select Debit/Credit Card Type
- Enter Card Verification Value and Cardholder Billing Information Address
- To save this payment method for future use, check the box and create a name
- Click "Continue"

11. Review and agree to the terms of the authorization statement. Click "Submit."
Please keep a copy of the Payment Confirmation page for your records.
12. Once your payment has been processed, your GW Student Portal will read:
✓ Your declaration of intent and enrollment deposit have been received.

Mail a Check or Money Order

You may mail a **\$500** check or money order drawn on U.S. dollars, made payable to the George Washington University.

Please mail the check or money order to the: **Elliott School of International Affairs, 1957 E St, Washington D.C. 20052**, postmarked by your enrollment deadline.

Please include your name (the student's name) and GWID in the memo of the check. Your cancelled check will be your receipt.

We are unable to accept cash for the deposit. The bank account from which the funds are drawn does not have to be in your name. However, the funds must be drawn on a U.S. bank or agency; many international banks have a corresponding U.S. bank, in which case you can request the international bank to have a draft drawn on a U.S. bank in U.S. funds.

Once your payment has been processed, your GW Student Portal will read:

✓ **Your declaration of intent and enrollment deposit have been received.**