HOW TO PAY A DEPOSIT

Below is essential information that students will need to pay their deposit at Florida State University:

1) Log in to your Application Status Check page at: admissions.fsu.edu/statuscheck.

2) On your status check page, scroll down to the Admission Deposit section and click Pay Admission Deposit.

3) On the Make A Payment screen, students will select the deposit description charge that reads Adm Deposit Undergrad; the item term will either read 2019 Summer or 2019 Fall; and the outstanding charge will be $200.

4) Check the Select to Pay box next to the outstanding charge; the deposit payment amount of $200 will appear under Total Charges and Payments; students will then click Continue.

5) On the Payment Method screen, students can choose to pay by either credit card or electronic check.
   - Paying by credit card will add a $4.60 service fee for total of $204.60.
   - Clicking Continue will take them to the FSU Student Tuition Fees screen.
   - Fill in the credit card payment information.

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Paying by electronic check will not add a service fee charge.
Clicking Continue will take them to the FSU Student Tuition Fees screen.
Select the account type—personal or business—then click Next.
Fill in the bank account information.

7) Next, verify that the billing address, payment method, and payment amount is correct. Then click Pay Now.

8) A screen with red text appears. Students must select the check box on this page and click Submit to proceed.

9) If payment was accepted, students receive the following confirmation screen.

Please Note: If you do not see the above screen saying that payment was successfully processed, do not pay again. For any questions on whether payment was successfully processed, students should call Student Business Services at 850.644.9452.

Payments made electronically may take up to 24 hours to post to a students’ MyFSU account. DO NOT attempt to pay the same charges multiple times if you do not see your payment posted to your account. If your payment does not appear within 24 hours, please contact Student Business Services at 850.644.9452 or studentbusiness@fsu.edu.

Students can also pay their admission deposit via mail by sending a check or money order, made out to Florida State University, to Student Business Services. Students should include their EMPLID on their payment.

Address:
Student Business Services
Florida State University
A1500 University Center
Tallahassee, FL 32306

Students can also pay their admission deposit in person with cash or check at Student Business Services, located at A1500 University Center. Payments must be received in the Office of Student Business Services by May 1.

10) Once the admission deposit has been paid or waived, students will also see confirmation on their Application Status Check.

Admission Deposit
Your admission deposit has been received.

Admission Deposit
Your admission deposit has been waived.