Payment Instructions

ESL Students can make a payment in the following ways:

- Online through MyGate with a **pinless debit card, electronic check, credit card** (Visa, MasterCard, Discover or American Express - a 2.75% transaction fee or $3 minimum fee will be added with credit card payment) or **international wire transfer** (added fees will apply).
- Purchase a **money order** (available at the Curris Center Post Office on campus or at Wal-Mart), write a **bank check**, or use **traveler’s checks**. Enclose payment in a Bursar’s envelope (available at Room 110 or the Pay Station at Woods Hall) and drop it in the Cashier’s box on the sidewalk at Sparks Hall. You must include your name and M# with the payment. Change cannot be given for traveler’s checks, so you may need to combine them with another form of payment to avoid overpaying. Payments can also be mailed to:
  Murray State University  
  200 Sparks Hall  
  Murray, KY 42071

We recommend that students pay with the electronic check or debit card online payment option using a personal bank account opened in Murray because it is a secure, instant payment with no added fees.

To make a payment with a **pinless debit card, electronic check, or credit card**, follow these steps (a secure “Pay Station” computer is available in Room 103 at Woods Hall):

1) Log into your MyGate account at [https://mygate.murraystate.edu](https://mygate.murraystate.edu) (If you have difficulty logging in, contact the Help Desk at 270-809-2346).
2) Click on “Money” Tab (near the top right of page)
3) Click on “My Account/View Your Ebill” (orange box)
4) Click on “Make a Payment” (green)
5) Choose “Current Account Balance” to pay full balance OR “Amount Due” and enter the amount you wish to pay in the box (if different than the account balance)
6) Select the type of payment method you want to use, enter the card or account details, and submit the payment. You can also save the payment method for future use.
7) A receipt can be printed, and also, a confirmation will be sent to your murraystate.edu email address.

To make a payment with an **international wire transfer or international credit card**, follow these steps:

1) Log into your MyGate account at [https://mygate.murraystate.edu](https://mygate.murraystate.edu) (If you have difficulty logging in, contact the Help Desk at 270-809-2346)
2) Click on “Money” Tab
3) Click on “International Student – Wire Transfer” (orange box). You will be linked to the Peer Transfer site.
4) Fill in the details to make your payment
5) Make sure you send the request (instructions) to your home bank to complete a wire transfer.
6) Refer to this site for more information:
http://murraystate.edu/Admissions/BursarsOffice/InternationalStudentPayments.aspx

For a $30 fee, students can set up a payment plan (2 equal payments per term). Please contact the ESL office if you want to set up a payment plan because it must be added to your account and there are detailed instructions to follow. Interest charges will be assessed for any late payments, and students who miss plan payments are also subject to being removed from classes.