



MURRAY STATE UNIVERSITY

English as a Second Language
Institute for International Studies

Payment Instructions

ESL Students can make a payment in the following ways:

- **Online** through MyGate with an **electronic check***, **debit/credit card** (Visa, MasterCard, Discover or American Express - a 2.95% transaction fee or \$3 minimum fee will be added when using a U.S. debit/credit card or a 4.25% transaction fee when using an international debit/credit card; international debit cards must be entered as the credit card option) or an **international wire transfer** (added fees will apply). Please note, you should be aware of your card's daily spending limit. If your balance exceeds the card limit, you can contact your card company to increase the limit or can use another option.
- OR with **paper currency** options (**money order** available at the Curris Center Post Office or at Wal-Mart; **bank check**, or **traveler's checks**). These payments must be enclosed in a Bursar's envelope (available at 452 Blackburn) and put in the Cashier's box on the sidewalk at Sparks Hall.

* We recommend making payment using the electronic check option to avoid additional fees.

To make a payment with an **electronic check, debit or credit card**, follow these steps:

- 1) Log into your MyGate account at <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 "My Account/View Your Ebill"
- 4) Click on "Make a Payment"
- 5) Choose "Current Account Balance" or "Amount Due" and select "Add" (you can also enter a different amount by changing the amount in the box). Continue.
- 6) Select the payment method & Continue. Enter the card or account details, and submit the payment (note: credit cards or international debit cards must be entered as the "Domestic or International Card via PayPath" option).
You can save the payment method for future use.
- 7) A confirmation receipt will be sent to your murraystate.edu email address.

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

- 1) Log into your MyGate account at <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 "Flywire International Student - Wire Transfer". You will be linked to the Flywire site.
- 4) Fill in the details to make your payment
- 5) Send the request (instructions) to your home bank to complete a wire transfer
- 6) Please note – any overpayments made through Flywire will only be refunded back through Flywire and fees will be deducted from the refund. Refer to this site for more information:
<http://murraystate.edu/Admissions/BursarsOffice/InternationalStudentPayments.aspx>

For a \$30 fee, students can set up an **ESL payment plan** (2 equal payments per term). **Please contact the ESL office to set up a payment plan and receive instructions.** Interest charges will occur on late payments.

We are Racers.

murraystate.edu

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