

HOW TO MAKE YOUR PAYMENT

Paying tuition with PayMyTuition is safe, fast, and convenient. Follow the simple steps below to complete your payment:

1

ENTER YOUR INSTITUTION NAME

Go to paymytuition.com. From the top of the screen, click on Make a Payment. Select **SUNY Potsdam**, then enter the country you are paying from and your payment amount.

2

SELECT PAYMENT METHOD

Review the payment options provided and select your preferred payment method. Payment options include bank transfers, debit/credit cards in your home currency, eWallet payments and other local options.

3

ENTER YOUR DETAILS

Enter some basic information including your student number. We will include this information with your payment for easy identification of your payment by the SUNY Potsdam team.

4

MAKE YOUR PAYMENT

Follow the instructions provided to send your funds to **PayMyTuition** via your selected payment method.

5

TRACK & CONFIRM

Track your payment by logging into your **PayMyTuition Dashboard** at any time. Receive SMS texts, email status updates, and confirmations of when your payment has been delivered.



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