# How to Make Your Study Abroad Deposit Online

You or a family member that is an authorized payer on your student account may pay the study abroad deposit online. To do so, please follow the instructions below and then upload your receipt of payment along with the Participation Policy to your My Study Abroad page.

Step 1: Log into MyPurdue to get to TouchNet. You will see a "View My Balance" under the "Student Account" header that logs you into TouchNet. Authorized Users should log in as they normally would to pay a bill for their student.
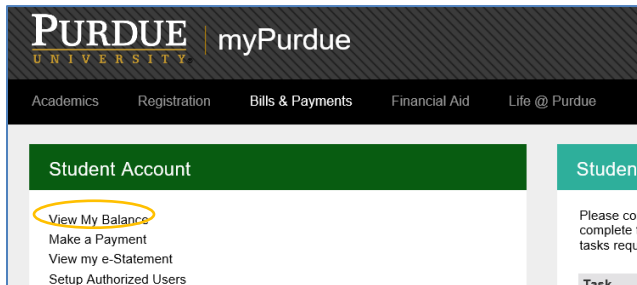
The page below is what Authorized Users see after login since they do not go through MyPurdue.

Step 2: The payer should click the Deposits link in the toolbar.
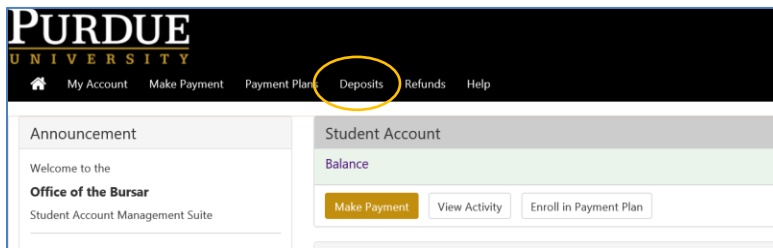
Step 3: The semesters available are in the "Select Term" drop down box. IMPORTANT: Select the semester you or your student will study abroad, NOT the current semester.
Please note that "winter break" programs will select spring as the deposit term.

Pick the appropriate semester, and then click the "Select" button.
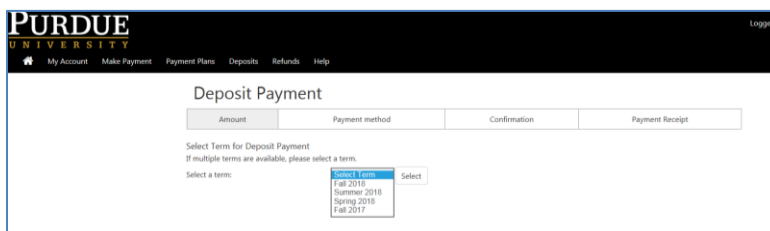
Step 4: Select the correct deposit from the list. There will be multiple deposit choices but you need to select "Study Abroad Deposit"

Step 5: Once the deposit is selected, the next step shows the amount of the deposit, which is $500. To start making the payment, the payer should click the "Continue" button.

Step 6: Select payment method. This is the same as a regular payment for tuition/fees. Select the method of payment (a previously saved bank account number shown by its nickname, new electronic check, or credit card via PayPath) and then follow the instructions on the page. Note: the following pages detail the different payment options, if you are familiar with these steps you may skip to the last page of instructions for the final step.

To pay by electronic check

Previously saved bank account numbers (personal checking or savings) do not require any bank information at the time of the payment. You and/or an authorized user may save account information, but it is only available on the login where the information was saved. It is not required to save bank account information and many users choose not to do so.

Any previously saved bank account number is shown in the drop down box by the name the user entered. In this example, "test check" is a previously saved bank account number.

"New Electronic Check" requires the bank's routing number and bank account number – **not the number on the front of a debit card**. "Name on account" is the person's name on the account at the bank. If you are not sure what the routing number or account number is, you should ask your bank how that bank wants the information entered for an ACH withdrawal.

Below is an example of what is required to enter to pay by electronic check:

To pay by credit card

The Credit Card through PayPath® payment method has a convenience fee of 2.75%. This information is displayed three times before the payment is finalized.

The first two warnings about additional fee are before credit card information is entered.

Below are some examples of what you will see if you select to pay by credit card:

The next page repeats the warning on convenience fee.

Payment Amount Information

In addition to the amount paid to Purdue University Main Campus, a non-refundable PayPath Payment Service fee of 2.75% will be added to your payment with a Minimum charge of $3.00.

Deposit amount:	$500.00

[Continue] [Cancel]

Enter information needed to process a credit card transaction. Note that an email address is required and a receipt will be emailed to you as well as displayed on the screen after the transaction.

You will see a confirmation BEFORE the payment is finalized. The amount of the convenience fee is included this time:

Review Payment Details

Please review the transaction details and agree to the terms and conditions below. Clicking Submit Payment will finalize your transaction.

Payment to Purdue University Main Campus:	$500.00
PayPath Payment Service Fee:	$13.75
Total payment amount:	$513.75
School name:	Purdue University Main Campus
Student ID:	xxxxx3201
Payer name:	Test Account
Email address:	jahanna@purdue.edu
Phone number:	Not supplied
Card number:	xxxxxxxxxxxx5454
Browser internet address:	128.210.110.186

Terms and Conditions

I hereby authorize charges totaling $513.75 via my credit/debit card. I understand that a PayPath Payment Service fee of $13.75 will be charged to my credit/debit card and is not refundable under any circumstances.

☐ I agree to the terms and conditions.

[Submit Payment] [Change Information] [Cancel]

A new feature in PayPath warns the person if they are using a debit card so that they can avoid the 2.75% fee by using the "electronic check" payment.

Step 7: Screenshot the receipt of payment and upload on your My Study Abroad page along with the signed Participation Form which you can find attached to your acceptance email or provided by your program leader.