Electronic Payment Instructions

In order to secure your place in the incoming class, you must submit a <u>non-refundable</u> deposit of **$300.** You may pay your deposit online via the GWeb Information System. GWeb is the University system that you will use throughout your time at GW to register for courses, view your grades, and access your student account. GWeb will allow you to pay your deposit either through credit card or electronic bank transfer.

Please follow these instructions to log into GWeb and pay your deposit:

1. Visit GWeb (it.gwu.edu/gweb) and sign in using the appropriate button (Applicants, Current Students, Alumni, or Faculty & Staff).

   -Applicants create a UserID with their personal email address.
      -Click 'Create one!' on the sign in screen.
      -Enter your personal email address and click 'Next'. Follow the prompts to create your account.

   -Current students, alumni, faculty, and staff log in using existing credentials.
   -Your GWID is G12345678910111.

2. Under the Admissions section, click 'Pay Tuition Deposit'.

3. You will be redirected to the TouchNet payment portal.

4. Select the enrollment term indicated on your acceptance letter (ex: Fall 2019). Deferred students would select the enrollment term indicated on the initial acceptance letter.

5. Select "GWSPH Admissions" from the second drop down menu then enter "$300" for the payment amount and click "Continue."

6. Choose either "Credit Card*" or "Electronic Check" as the payment method, enter the required payment information, and press "Continue." (*Credit cards are only authorized by the University for seat deposits and not tuition payments, course fees, and/or housing.)

7. The system will confirm your payment and you will receive an email receipt. We encourage you to keep a copy of the "Payment Confirmation" page for your records

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Credit Card Payments

If you have chosen Credit Card as your payment method, the system will prompt you to enter your credit card information. The following credit cards are accepted for payment: **Visa, MasterCard, American Express,** and **Discover**. The system will confirm your payment once you have entered the required information. Keep a copy of the Payment Confirmation page for your records. You will also receive a system e-mail confirming your payment.

Please note: The University accepts credit card payments for admission deposits only. *Credit cards are not accepted for payment of tuition, or other course related fees.*

Electronic Check Payments

If you have a U.S. bank account and wish to pay your deposit via electronic check, please follow these instructions:

1. Choose Electronic Check (checking/savings) as your payment method.
2. Enter Bank Account Information.
3. Select the Account Type from the drop down menu (checking or savings)
4. Enter the ABA Routing Number
5. Enter the Account Number
6. Confirm the Account Number
7. Enter the Name on the Account
8. To save this payment method for future use, check the box and create a name for this payment method.
9. Click *Continue*
10. Review and agree to the terms of the authorization statement. Click *Submit.*
11. *Keep a copy of the Payment Confirmation page for your records. You will also receive a system e-mail confirming your payment.*

If you have any questions or issues, please feel free to contact the Office of Admissions and Recruitment at 202.994.2160 or gwsphadmit@gwu.edu.