



## **Enrollment Deposit Payment Instructions**

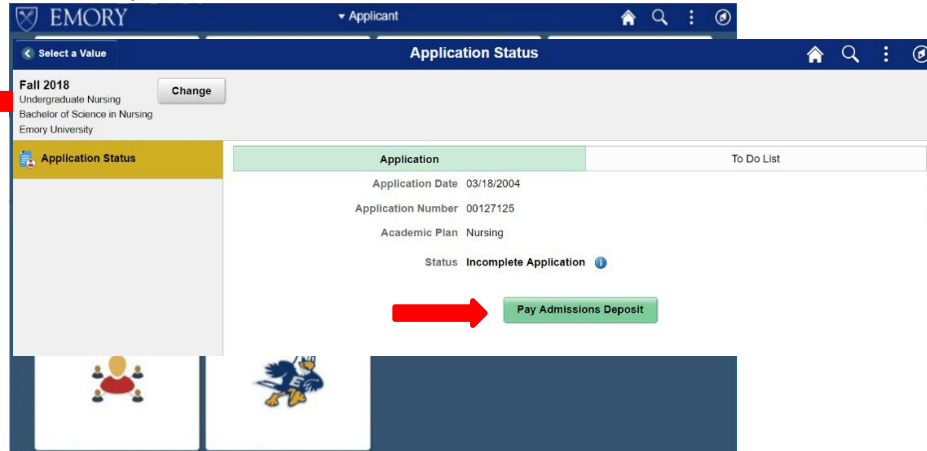
**Your student account is in the Emory University OPUS system. This is a different system from your application. You can view your student account in OPUS and pay your enrollment deposit online or wire the payment. *We are streamlining the deposit process and online deposits are the preferred method of payment.***

**Instructions for each option are listed below. If you have any questions, please email [precollege@emory.edu](mailto:precollege@emory.edu).**

For help accessing your OPUS account, call the University Technology Services (UTS) help desk at 404-727- 7777; our office does not have access to this information for security reasons.

- Retrieve your Emory NetID and password:
  - Click on [www.opus.emory.edu](http://www.opus.emory.edu) and then click the link for “obtain network ID and password”. There you will be directed to complete the items below.
    - Birthdate – You must fill this in with Month/Day/Year as indicated in the example.
    - Social Security Number – If you entered your Social Security Number in your application, you **must** enter it here. (You can skip the Home Email Address field.)
    - If you do not have a Social Security Number or did not enter it on your application, use the next validation: Home Email Address.
    - Note: If you are using your SSN and it is not working, please call our office. There may be an issue with the number, and we cannot handle it via email.
    - Home Email Address – This is the email you use to log in to your application.
- Log in to [OPUS](#) using the NetID and password that you just retrieved. (please review the screenshots below once you are logged in to OPUS)
  - Click on the “Admissions” tile on your home page

Click on “Pay Admission Deposit”



- Select your method of payment (check or savings bank account, credit card, or wire transfer)
- Click “Continue”

The screenshot shows the payment page for Emory University. The title is 'Emory University - Pay Your Admission Deposit On-Line!'. The user's name is 'ClaireTest Dooley'. The page asks the user to select a payment method to complete their admission deposit. The payment method dropdown menu is open, showing options: 'Check or Savings Bank Account', 'Check or Savings Bank Account', 'Credit Card', and 'Wire Transfer'. A note states: '\*A convenience fee of 3% will be added to the total of the deposit for Credit card payments.' Below this, there is a warning about pop-ups for credit card payments and a note to contact the admission office if there are questions. At the bottom, there are two buttons: 'Continue' and 'Return To Status Page'.

- Enter the checking/savings or credit card holder information in the Payee Information section. Enter the card holder's mailing address and billing address associated with your payment method.

- If credit card is your payment method, enter your credit/debit card information and click “Submit”.

*Please be Advised: If you make your deposit via **credit card** – either international or domestic – and a refund request is approved due to a canceled course, **please first attempt to dispute the deposit/charge with your credit card company**. If your dispute is denied, a paper check can be mailed to the student’s permanent address on file (US addresses only.)*

- Review the payment amount and click “Continue to Secure Payment Form”. Note: you will be charged a 3% convenience fee

Emory University - Pay Your Admission Deposit On-Line!

ClaireTest Dooley

**Review the amount(s) that make up your deposit. Total Deposit Amount includes 3% convenience fee.**

Tuition Deposit CC	5.00
Credit Card Convenience Amount	0.15
<b>Your Total Deposit Amount</b>	<b>5.15</b>

When you are ready, click the **Continue** button to submit your payment. Click the **Previous Page** button to change payment method.

- Wire Transfers (**International Students**)
  - ❖ Click "Go" to view payment instructions for payment through wire transfer.
  - ❖ **Be sure the student's full name and Emory Student ID number are on the payment. (*Emory Student ID is the 7- digit number found in your OPUS account under Profile.*)**
  - ❖ Keep a copy of the payment receipt for your records and tracking purposes. Please note: Wire transfer payments may take up to 7-10 days.

**Enrollment Deadlines- See below**

<b>Program</b>	<b>Enrollment Deposit Deadline</b>
Pre-College Session A	Friday May 15
Pre-College Session B	Friday May 15
Pre-College Pre-Med Institute	Friday May 15
Pre-College Session C	Friday May 15
Summer College Session 1	Monday May 4
Summer College Session 2	Monday June 15