

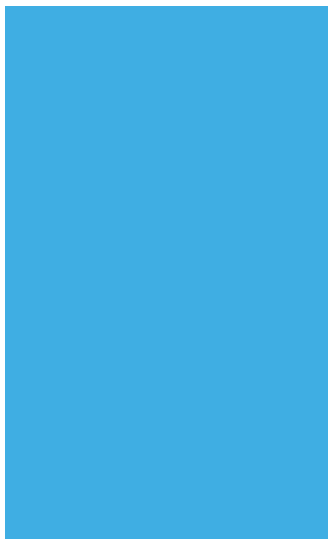
NEED TO MAKE A PAYMENT & CASHIERS IS CLOSED?

Use the Drop-Box!

At SDSU – IV Campus we understand that our students' schedules can prevent them from seeking our services during business hours.

This is why we have made available a DROP-BOX outside the Administration Building to receive student payments and other documentation afterhours.

We advise all students take advantage of the drop-box if unable to be on campus Monday through Friday from 8:30 a.m. to 4:30 p.m.



SAN DIEGO STATE UNIVERSITY

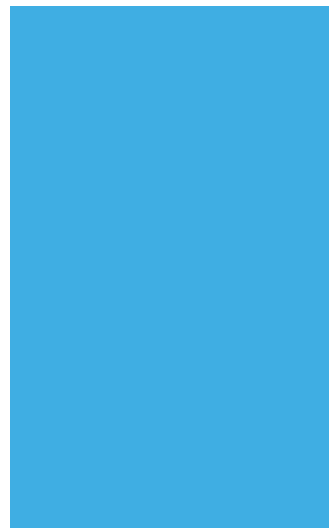
CASHIERS OFFICE

Administration - 104 F

TEL: (760) 768-5514

www.ivcampus.sdsu.edu/cashiers

<http://bfa.sdsu.edu/fm/co/sfs/>



CASHIERS DROP-BOX INFORMATION

To pay through the drop-box students need to enclose the following in a sealed envelope:

1. Personal check, cashier's check, or money order
2. Separate piece of paper with your personal information
3. Copy of corresponding bill (if applicable)

*Payment will be posted morning of next business day.

ENVELOPE CONTENTS

1. Check

Check should be made payable to **SDSU**, include the exact amount you wish to pay, your Red ID # in the memo section and be properly signed.

2. Personal Information

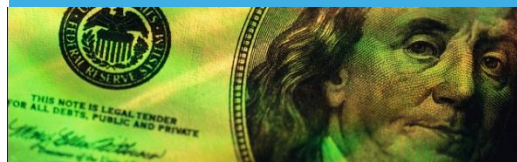
In an extra piece of paper, include personal information such as your name, Red ID# and call-back number for confirmation purposes.

3. Corresponding Bill

Please include a copy of any corresponding bill mailed to your home or e-mail address. Some bills indicate a copy should be provided for payment.

NO CASH is accepted in the drop-box.

If students enclose cash, the university **WILL NOT** be responsible for any missing payments.



REVIEW YOUR BILLING DETAILS IN WEB PORTAL BEFORE SUBMITTING PAYMENTS THROUGH THE DROP-BOX.



ITEMS PAYABLE THROUGH DROP-BOX:

- Application Fees (Ex: Admission, Credential)
- Subsequent Installment Payments (Payments 2 & 3)
- Library Fines
- Partial Tuition (only if you have a pending balance that needs to be cleared; no credit cards)
- WPA/Math LS Registration
- Open University and Cross-Enrollment Forms
- Other