Instructions on Activating Your NetID and Paying the Advance Deposit

1. **Activate your Syracuse University NetID and your Syracuse University e-mail.**

   Your NetID and SU e-mail username and password information should be stored in a safe place as you will need this information to access your MySlice account and your SU e-mail inbox. (Have your 9-digit SUID with you to complete this process (found on your LL.M. Admission Letter)).

   a. To “Activate your NetID”, go to: [http://its.syr.edu/netid/](http://its.syr.edu/netid/)

   -then-

   b. Set up your SU e-mail by going here: [http://its.syr.edu/ecomm/sumail.html](http://its.syr.edu/ecomm/sumail.html)

2. **Pay your Advance Deposit using one of the following methods:**

   a. **Credit Card** or **Debit Card**

   i. Log in to MySlice at [https://myslice.syr.edu](https://myslice.syr.edu)

      1. Go to **Student Account** (do not click the Admissions Acceptance Form);
      2. Select **View Student Account** under the Finance section;
      3. Click on **Pay Other Charges by Credit Card**;
      4. Select the **Advance Tuition Payment - Returning Students** option and enter in the amount of **$250** (instead of the suggested $450).

   ii. You may use your debit card with a Mastercard logo or your Mastercard or Discover credit card to submit your advance deposit and make payments on your Bursar account. (Visa and American Express are not accepted by the University.)

   iii. Please Note: If making tuition payments, select **Pay Tuition by Credit Card** from the options when viewing your student account, instead of the Advance Tuition Payment option.

   iv. Refer to your LL.M. Admission Letter for the Advance Deposit amount and deadline dates to secure your seat in the incoming class. Refer to your bursar bill for the tuition amount due. Online payments can take up to 2 business days to post to your account. Please plan accordingly.

   v. NelNet Business Solutions, an independent third party contractor, accepts payments to the Bursar account and charges a non-refundable convenience fee based on the amount charged. The convenience fee is 2.7% of the amount charged. This fee is established and charged solely by NelNet Business Solutions and not by the University. The convenience fee is paid in full to and retained by NelNet Business Solutions; the University does not receive any of this fee. The charge for the convenience fee will appear separately from the payment on your credit card statement.
vi. Having trouble making your credit card payment?

1. Try another browser (ex. Google Chrome will not work)
2. Change machines (ex. Try a PC instead of a Mac)
3. Disable pop-up blockers

b. Personal Check

You may pay your Advance Deposit by check to:

Syracuse University College of Law
Office of Admissions
950 Irving Avenue
Suite 100, Dineen Hall
Syracuse, NY 13244

Checks should be made payable to “Syracuse University.” Please do not send cash. Your Bursar account will be charged a $25.00 fee for any transaction that is rejected due to insufficient funds.

c. Wire Transfer

You may authorize your banking institution to transfer funds through the Federal Reserve (U.S. banks) or the SWIFT system (foreign banks), in accordance with the following instructions:

JPMorgan Chase
New York, NY
ABA#: 021000021
Credit: Syracuse University
Account #: 018-000-1182 ATTN: Upstate Syracuse Account
SWIFT Code: CHASUS33 (required for foreign banks only)
Reference: (MUST include your student ID number)

Please note: Student account balances are not listed on payment website. Refer to your bill for amount due. Online payments can take up to 2 business days to post to the student account. Please plan accordingly.

Syracuse University College of Law will be notified when the transaction has been received. If you have questions about your recent transaction, contact your bank with the confirmation number.

All advance deposits are non-refundable.