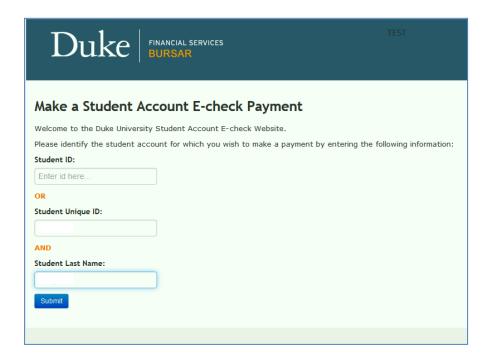
Advance Deposit Payment Instructions: e-Check

E-check is a fast and convenient method for paying your advance deposit.

Navigate to bursar.duke.edu, and click the DukePay icon.



Clicking the DukePay icon leads to a screen where you will enter your Student ID **OR** Student Unique ID, one of which will be found on your decision letter, and your last name.



A correct ID/name combination will bring you to a screen that allows an amount to be entered, and a selection of "Student Account Payment" or "Nonrefundable Advance Deposit". Please enter the required amount for your program and select "Nonrefundable Advance Deposit". You will then be able to select your admit term from a list provided.

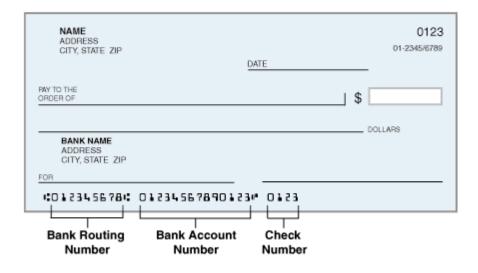
*If you are an existing Duke student please click the DukePay icon found in the 'bills' section of DukeHub, select the Advance Deposit and corresponding term of admit.

Duke FINANCIAL SERVICES BURSAR	
To make an e-check payment for the account of Duke Student ;s, please enter the payment amount and click "submit" to continue the payment process. Note: E-check payments returned for non-sufficient funds are subject to a \$25.00 Duke University returned check charge in addition to any penalties assessed by your financial institution. (Students - you may view your recent bills and up-to-date account activity by visiting the ACES website.) Student Account Payment Nonrefundable Advance Deposit Select Admit Term Submit	
Duke University Bursar's Office (919)684-3531 bursar@duke.edu	

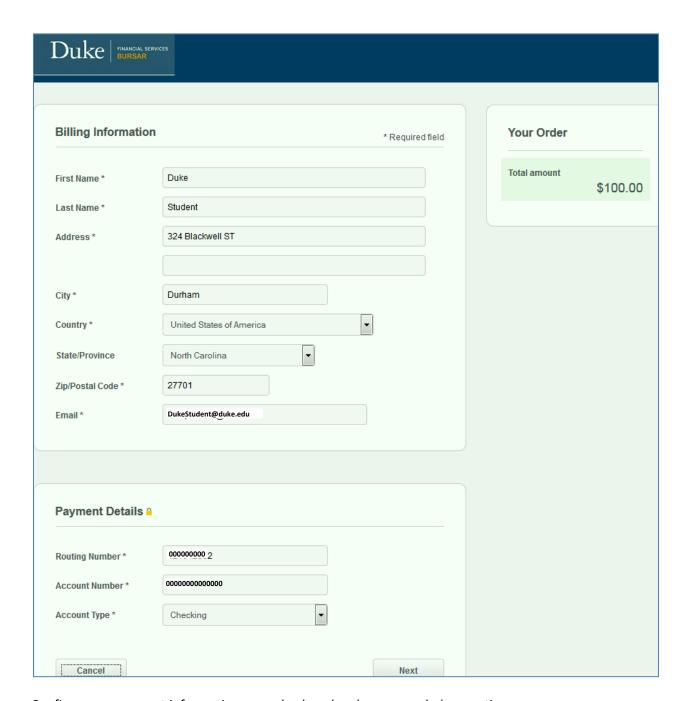
Please proceed to fill in your billing and payment information including the routing and account number, which can be found at the bottom of your check. (see example below)

Check Information

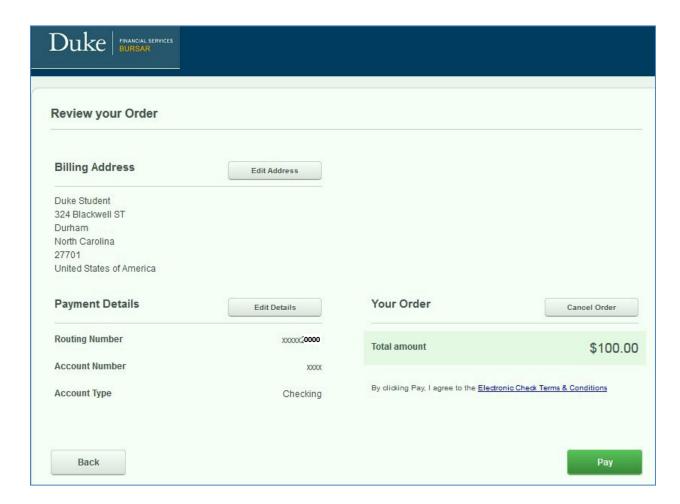
The bank account number, routing number, and check number are printed on the bottom of your check as shown.



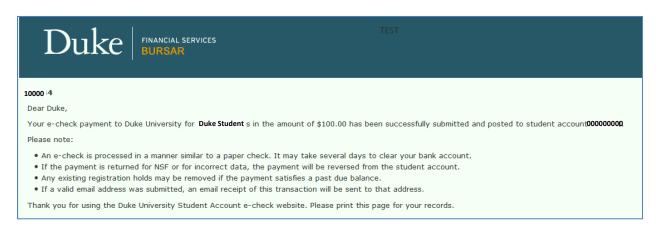
Note: On some checks, the check number is printed in front of the account number.



Confirm your payment information, or go back and make any needed corrections.



You will receive a confirmation on screen, as well as a receipt via email.



Your advance deposit has been successfully processed.