Instructions for Newly Admitted Graduate Students

**Step 1:** Create your password and obtain your user name. If you are a returning user and have already activated your account proceed to step 2.

**SSU Online Services - Obtain UserID**

**Information About You**

Please enter the following information to look up your account.

- **Last name:** [ ]
- **Zip code:** [ ]
- **Last four digits of your SSN:** [ ] (if you did not provide an SSN when you applied, leave this blank)
- **Date of Birth:** Month: [ ] Day: [ ]

**Note:** If you are a new applicant to SSU, please remember that the information you submit should match that on your admissions application.

Contact the IT Help Desk if you need help with this page.

**Step 2:** Sign in using your Seawolf ID and Password.
Click on “MySSU”.

Click on “Application Status”.

If you have been DENIED admission, the reasons will be listed under the section “Outstanding items for this application”.

<table>
<thead>
<tr>
<th>Outstanding items for this application</th>
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<tbody>
<tr>
<td>Admit Term</td>
</tr>
<tr>
<td>------------</td>
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<tr>
<td>Fall</td>
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</tbody>
</table>
Step 5b: If you have been ADMITTED, verify that your application is complete and click on “Accept/Decline Admission”.

Step 6: If you are ready to pay your $200 for the Enrollment Reservation Deposit, click on “Accept/Decline”.

Accept Admission

ID: [Student ID]

Congratulations! Sonoma State University is pleased to offer you admission to the upcoming term. To accept this offer of admission click on the ACCEPT/DECLINE link.

For instructions go to:
http://admissions.sonoma.edu/i-have-applied/track-your-application-status-myssu

***If you cannot pay your deposit online go to the "Stay On Track Timeline" for further details:
http://admissions.sonoma.edu/stay-on-track
You cannot accept your admission until you pay the enrollment deposit.

You can not accept your admission offer until you pay your Enrollment Reservation Deposit (ERD).

IMPORTANT: If you Decline Admission, this action is final and you will no longer have the option to accept your admission.
**Step 8:** Click on “Click here to make a payment”.

**Step 9:** Click on “Newly Admitted Student Payments”.
Step 10: Click on desired package. Be sure to read package information carefully before making your selection.

You may select the following items:

- **Package 1 - Fall 2018 First Time Freshman** $755.00
- **Package 2 - Fall 2018 First Time Freshman** $455.00
- **Package 3 - Fall 2018 Graduate Student** $200.00
- **Package 4 - Fall 2018 Transfer Student** $235.00
- **Package 5 - Fall 2018 Transfer Student** $235.00
- **Add-On 1 - Fall 2018 One Parent/Guardian** $120.00
- **Add-On 2 - Fall 2018 Two Parent/Guardian** $240.00

Helpful Links: How to Make a Payment | Payment FAQ | Housing Rate Schedule | Student Charges/Fees | Culinary Services

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory statewide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees, the Chancellor, or the President, as appropriate. Changes in mandatory statewide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 - 66028.8 of the Education Code).

Beginning July 1, 2017, payments on student accounts made online by credit/debit card will be charged a 2.75% non-refundable service fee by our third party provider, CashNet® SmartPay. There are several simple options for students to avoid this fee. Student fees paid by financial aid will not be impacted by this change. For additional information, visit Credit Card Service Fee FAQ.
Step 11: Click on “Add to Basket”

HOME » NEWLY ADMITTED STUDENT PAYMENTS » NEWLY ADMITTED STUDENTS - FALL 2018

Package 3 - Fall 2018 Graduate Student
This package includes a space with the University (Enrollment Reservation Deposit). This package is for graduate students only.
Price: $200.00

***Only continue with this purchase if you are a Fall 2018 Graduate (Postbaccalaureate) Student.

By purchasing this package, you are agreeing to enroll at SSU.
The item you are purchasing includes:
*Enrollment Reservation: $200

**Refund Information: If you change your mind about attending Sonoma State University, you must notify the University in writing in order to receive a refund. The Enrollment Reservation and Campus Housing Down Payment are 50% refundable if requested in writing by June 15, 2018; non-refundable thereafter. NOTE: The Orientation Fee is 50% refundable until June 15, 2018 ONLY if requested in writing prior to your selected orientation date. The fee is non-refundable if the orientation date you signed up for has passed, you attended the session, OR an orientation refund is requested after June 15, 2018. Email your refund request to seawolf.servicecenter@sonoma.edu.

By selecting “Yes, I Agree” below, you agree to the preceding cancellation terms outlined in Refund Information section and also agree that you are authorized to use any payment method you utilize.

*Agree to Cancellation Terms & Use of Valid Payment:

To pay for this item, click the button below.

Add to Basket
Step 12: Click on “Checkout”.

Step 13: Select Method of Payment then click on “Continue Checkout”.
Step 14: Enter your payment information and click on “Continue Checkout”.

Enter credit card information

Credit Card Number
Expiration Month
Expiration Year
Cardholder Name
Address
City
State/Province/Region
Zip/Postal Code
Country
Email Address

(Optional) Please provide a name for this payment method to be saved for future use:

(You’ll have a chance to review this order before it’s final.)

Your receipt will be sent to the address you enter here.

[Continue Checkout]
Step 15: Confirm payment information and click on “Submit Payment”.

Step 16: Once the transaction is approved, close the window and return to the open Accept Admission window.

Note: Your receipt will be emailed to the address you entered earlier.

REFUND INFORMATION

If you change your mind about attending Sonoma State University, you must notify the University in writing in order to receive a refund. The Enrollment Reservation and Campus Housing Down Payment are 50% refundable if requested in writing by June 15, 2018; non-refundable thereafter. NOTE: The Orientation Fee is 50% refundable until June 15, 2018 ONLY if requested in writing prior to your selected orientation date. The fee is non-refundable if the orientation date you signed up for has passed, you attended the session, OR an orientation refund is requested after June 15, 2018. Email your refund request to seawolf.servicecenter@sonoma.edu.
Step 17: Click on “I Accept Admission” to finalize the transaction.

Step 18: Click on “CONFIRM ACCEPTANCE”.

Step 19: You have successfully accepted your admission to Sonoma State University!

PLEASE NOTE: Orientation is only for undergraduate students.