

Once an admission decision is made, the student will receive an email informing them that an update has been posted to their application portal.

IMPORTANT NOTE: The system will need 24 hours to process the applicant's admission offer into our system. Once this process occurs, the student will receive an email informing them of an update to their status portal. The student has to confirm their enrollment first. Once the confirmation is made and the system updates again, the student can log into their application portal again and view the new letter containing their Montclair State University credentials (College Wide ID or CWID) along with a link to the [Graduate Student Enrollment Deposit](#) website. At that point the student should pay their deposit to secure their spot.

Step 1: Click the link in the email received and log into the application portal using the credentials.



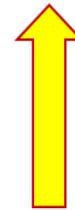
Dear Seth,

Your application to the Office of Graduate Admissions has received a new update. Please log in to your [application status page](#) to review the details.

If you have any questions, please email [Office of Graduate Admissions](#) or call 973-655-5147.

Best regards,

Office of Graduate Admissions
Montclair State University



Step 2: Once logged into the application portal, view the status update by clicking the **View Update** link in the yellow banner which will display the admissions decision letter.



Program:
Term: Fall 2023
Application Status: Decided - Accepted



Welcome to Montclair State University, Seth!

Status Update

New updates to your application were posted July 20, 2023.

[View Update >>](#)



Step 3: To confirm the offer of acceptance, click on the **Next Steps** tab on the application portal, ensure that the "Yes, I am coming" box is checked off, and click **Submit**.

The screenshot displays the application portal interface. At the top left, the Montclair State University logo and 'The Graduate School' are visible. A large yellow arrow points down to the 'NEXT STEPS' tab in the navigation bar. Below the navigation bar, the user's program details are shown: 'Program: Master of Science program in Comp...', 'Term: Fall 2023', and 'Application Status: Decided - Accepted'. A second yellow arrow points left to the 'Submit' button. On the right side, a 'Questions? Contact us:' box contains contact information for the Admissions representative.

Program: Master of Science program in Comp
Term: Fall 2023
Application Status: Decided - Accepted

HOME NEXT STEPS REGISTRATION GET CONNECTED RESOURCES

Congratulations on your acceptance to Montclair State University! Confirm your acceptance and we will ensure your student record is ready for registration.

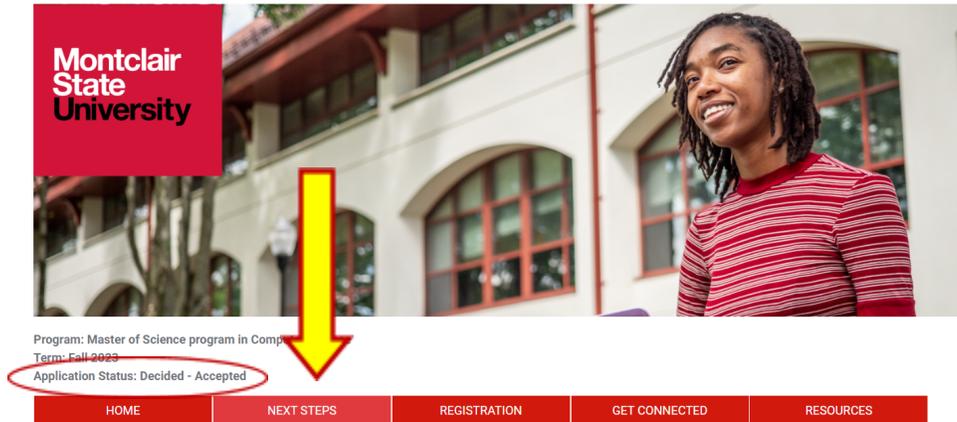
Questions? Contact us:

For questions related to the initial enrollment process or the Accepted Student Checklist, contact your Admissions representative:

Become a Red Hawk today!
 Yes, I am coming

Submit

Step 4: Once the admissions confirmation has been submitted and the system updates (this can take 24-48 hours), the application portal will update again to reflect the acceptance confirmation and list the status of the enrollment deposit. A new accepted student checklist will also appear.



We have received your response:

Yes, I am coming

Thank you for replying to your offer of admission. If you would like to change your reply, please use the appropriate form below to update your answer. If you need help in updating your reply, please contact the Office of Graduate Admissions at graduate@montclair.edu or (973) 655-5147 for assistance.

Forms

✓ 07/20/2022 Confirm your offer of admission [Display](#)

Optional [Decline your offer of admission](#)

Optional [Postpone your admission to a future term](#)

Payment Due: 200.00 USD

✗ Awaiting Enrollment Deposit - [Click here for information on paying your deposit](#)

Graduate Accepted Student Checklist

Questions? Contact us:

For questions related to the initial enrollment process or the Accepted Student Checklist, contact your Admissions representative:

Courtney Catalano
Assistant Director of Recruitment,
the Office of Graduate Admissions

[Email](#)

For questions regarding course registration or academic advisement, click on the **Registration** tab above for more information!

Please note: It may take 24-48 hours for you to receive your NetID upon confirming your acceptance.

Status	Details	Date
✓ Received	Confirm your acceptance	07/20/2022
✗ Awaiting	Pay your enrollment deposit	
✗ Awaiting	Application for Form I-20 or DS-2019/Affidavit of Support	
✗ Awaiting	Financial Documents/Letter of Sponsorship	
✗ Awaiting	Set up your NETID	
✗ Awaiting	Submit Immunization Records	
✗ Awaiting	Register for classes	
✗ Awaiting	Review Academic and Enrollment Policies	
✓ Received	Official Transcript for Boston College	07/20/2022
✗ Awaiting	Passport Copy	

← **Accepted student checklist**

Upload Materials

As an international student pursuing a degree program, you likely need to apply for an F-1 student visa, which allows foreign nationals to study full time in the U.S. If you already have an active F-1 student visa status, you will need to have your existing F-1 record transferred to Montclair State University.

To apply for an F-1 student visa or to transfer your existing F-1 record, it is required that you apply for an I-20 in addition to your application for admission. You can submit an I-20 application materials using the submission form below, including:

- Application for Form I-20 or DS-2019/Affidavit of Support
- Financial Documents/Letter of Sponsorship
- Passport (biographical/information page only)

Step 5: When clicking on the **Pay Your Enrollment Deposit** link in the accepted student checklist, the following pop-up will appear containing a link to the [Graduate Student Enrollment Deposit](#) website. Click on the link for instructions about paying the enrollment deposit.

In order to secure your spot in the program, please submit a \$200 non-refundable deposit to the Office of Graduate Admissions.

If you intend to pay your deposit online with a credit card, check for login information in your recent application update and **visit our website for details on how to pay your deposit.**

If you prefer to pay your deposit by check or money order, please include the applicant's full name in the notes section of the payment and please mail your check or money order to the following address:

Montclair State University
The Office of Graduate Admissions
1 Normal Ave
Montclair, NJ 07043

Please note that your student record will not be activated and you will not be able to register for classes until we receive your deposit. Your deposit will be applied to your first semester's tuition.

2023-07-20T14:35:30

Close

Step 6: After clicking the **Visit our website for details on how to pay your deposit** link on the pop up window, the [Graduate Student Enrollment Deposit](#) webpage will load.

We are excited that you're committing to Montclair State University!

By submitting your **non-refundable Graduate Student Enrollment Deposit**, you secure your seat at Montclair State University. You may also submit a Housing Deposit if you plan to live on campus. Submit your Graduate Student Enrollment Deposit (and Housing Deposit if applicable) online now. To pay your deposit, use your Campus Wide ID (CWID) provided at the top of your acceptance letter. Log in using the eight-digit number and your PIN, which is your six-digit date of birth (MMDDYY).

Once you log in: Please click on the Deposit tab in the red menu bar and select the option for "Grad Enrollment Deposit Non Ref" to pay your enrollment deposit. If you also wish to pay your housing deposit, return to the Deposit tab a second time and select the "Housing Deposit Non Refundable" option.

Option 1  **Pay Online By Credit Card Now**

International Students Only: Additional payment options are available via **PayMyTuition.**  **Option 2**

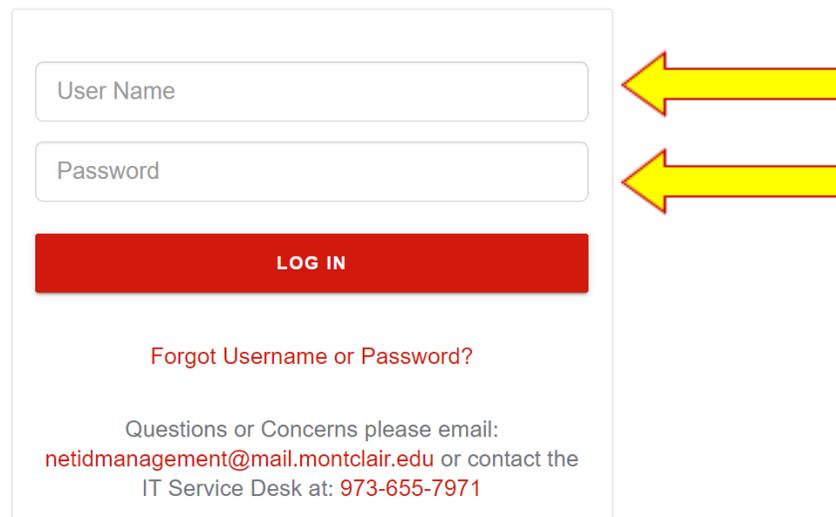
Step 7: At this point, the student will have **two options** for payment:

- Option 1 - NEST
- Option 2 - PayMyTuition

Step 7.1.1:

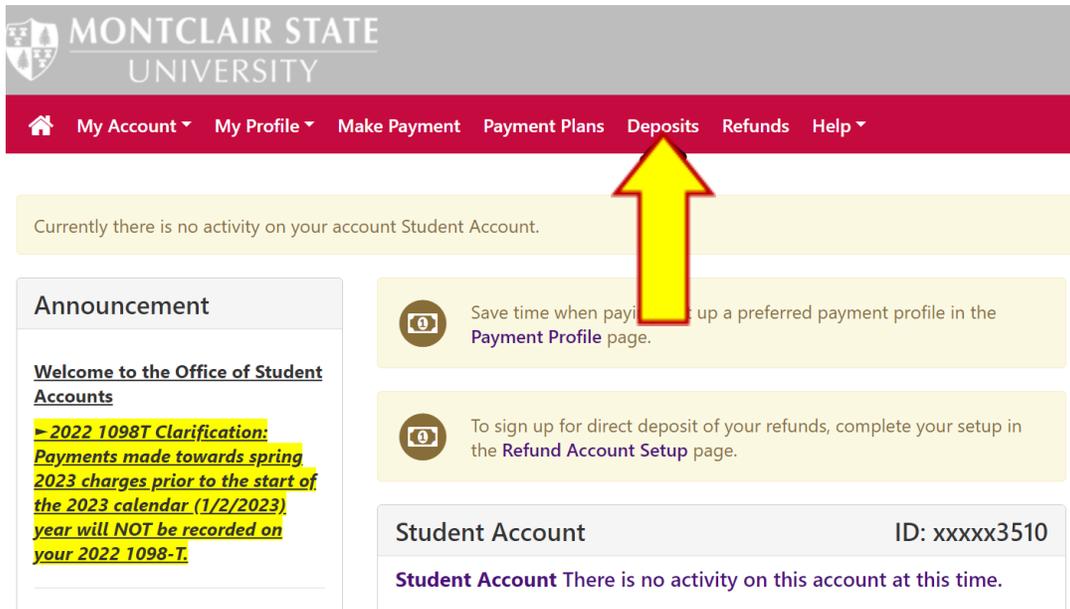
OPTION 1: Paying the Enrollment Deposit through NEST

To pay the deposit online with a credit card, click on the **Pay Online with a Credit Card Now** link to be redirected to the NEST Portal. Use the eight-digit Campus Wide ID (CWID), and PIN, which is the six-digit date of birth (MMDDYY). The CWID is provided in the confirmation of enrollment letter. Then click **Log in**.

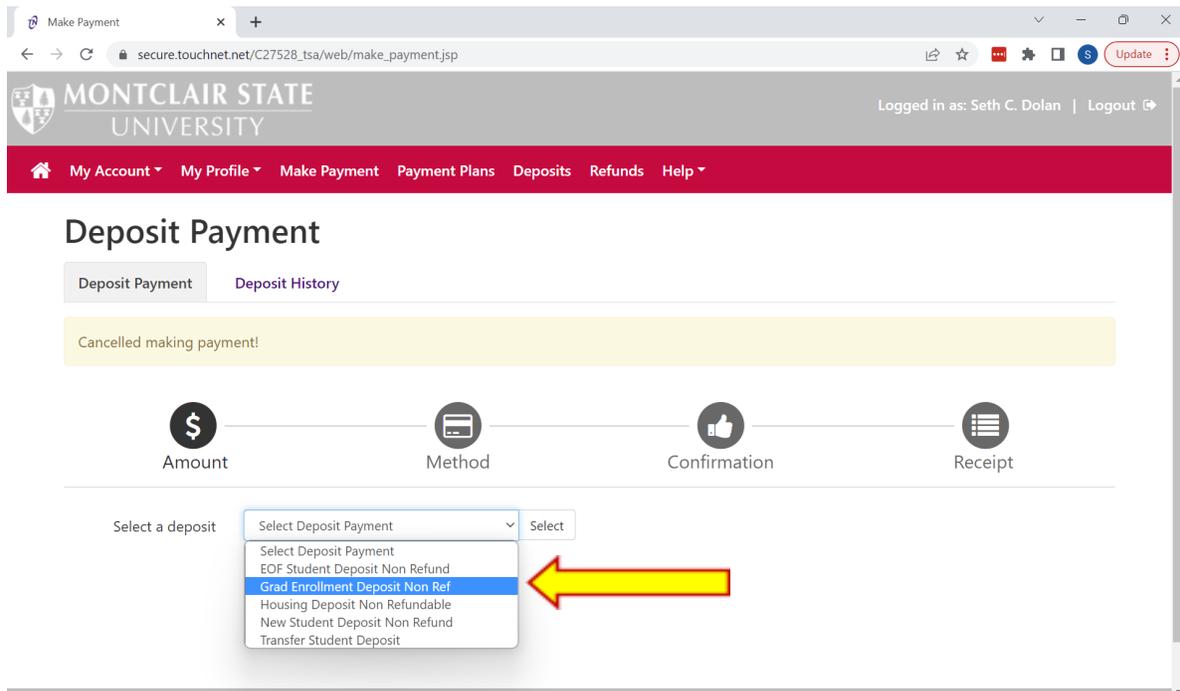


The image shows a login form for the NEST portal. It contains two input fields: "User Name" and "Password". Below these fields is a red button labeled "LOG IN". Underneath the button is a link that says "Forgot Username or Password?". At the bottom of the form, there is contact information: "Questions or Concerns please email: netidmanagement@mail.montclair.edu or contact the IT Service Desk at: 973-655-7971". Two yellow arrows point from the right side of the page towards the "User Name" and "Password" input fields.

Step 7.1.2: Once in the NEST Portal, click the **Deposits** tab on the red menu bar.



Step 7.1.3: In the **Select a deposit** drop-down menu, select the **Grad Enrollment Deposit Non Ref** payment option:



Step 7.1.4: Confirm that the payment option is correct and click **Continue**.

Deposit Payment

Deposit Payment | Deposit History

Amount | Method | Confirmation | Receipt

Select a deposit: Grad Enrollment Deposit Non Ref | Select

Deposit name	Grad Enrollment Deposit Non Ref
Deposit description	Grad Enrollment Deposit (Non Refundable) is for post baccalaureate students who have been admitted to the Graduate School.
Term	Fall 2023
Payment amount	\$200.00

Cancel | Continue



Step 7.1.5: Select your payment method.

Make Payment | secure.touchnet.net/C27528_tsa/web/make_payment.jsp

MONTCLAIR STATE UNIVERSITY | Logged in as: Seth C. Dolan | Logout

My Account | My Profile | Make Payment | Payment Plans | Deposits | Refunds | Help

Deposit Payment

Deposit Payment | Deposit History

Amount | Method | Confirmation | Receipt

Amount: \$200.00

Method:*

- Select Method
- Select Method
- Credit Card**
- Credit or Debit Card
- Other Payment Methods

* Indicates required information

Back | Cancel | Continue

Debit and Credit Card - We accept the following credit and debit cards.



Step 8.1.6: Enter the payment information and confirm it is accurate prior to submitting.

A receipt of payment will be sent to the email provided. The application and application portal will be updated within 48-72 hours to reflect this payment.

Step 7.2.1:

OPTION 2: Paying the Enrollment Deposit (through PayMyTuition)

IMPORTANT NOTE: Using PayMyTuition does add additional time to the process of depositing as the funds need to clear their system before entering Montclair's, and then it still takes the normal 48-72 hours for the payment to be reflected in our system.

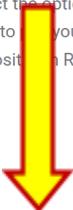
To pay the deposit online through PayMyTuition, click the [PayMyTuition](#) link on the [Graduate Student Enrollment Deposit](#) website.

We are excited that you're committing to Montclair State University!

By submitting your **non-refundable Graduate Student Enrollment Deposit**, you secure your seat at Montclair State University. You may also submit a Housing Deposit if you plan to live on campus. Submit your Graduate Student Enrollment Deposit (and Housing Deposit if applicable) online now. To pay your deposit, use your Campus Wide ID (CWID) provided at the top of your acceptance letter. Log in using the eight-digit number and your PIN, which is your six-digit date of birth (MMDDYY).

Once you log in: Please click on the Deposit tab in the red menu bar and select the option for "Grad Enrollment Deposit Non Ref" to pay your enrollment deposit. If you also wish to pay your housing deposit, return to the Deposit tab a second time and select the "Housing Deposit Non Refundable" option.

Pay Online By Credit Card Now



International Students Only: Additional payment options are available via **PayMyTuition**.

Step 7.2.2: This redirects to the PayMyTuition site. Select the country from which the payment is being made, enter USD 200 enrollment deposit for the amount, and select the appropriate payment option (the currency to be used for the payment). Then select **Next**.

The screenshot shows the 'PAYMENTS' section of the PayMyTuition website. At the top, there is a progress bar with four steps: 1. Payment information, 2. Payer information, 3. Student information, and 4. Confirm & pay. Below the progress bar, the 'What country are you paying from?' section has a dropdown menu with 'Ireland' selected. To the right of this section are four bullet points: 'Pay your fees from any country, at any bank, in any currency!', 'Don't overpay your bank on currency exchange. PayMyTuition will save you money!', 'Track your payments from start to finish using PayMyTuition's student payment dashboard.', and 'Multilingual customer support to help you when you need us.' Below this is the 'Make a payment' section with a text input field containing '200.00'. Underneath are 'Payment Options' with four choices: 'Bank Transfer in Euro (EUR) 184.00 EUR', 'Visa - Debit or Credit in EUR 186.00 EUR', 'Mastercard - Debit or Credit in EUR 186.00 EUR' (which is selected), and 'PayPal 190.00 EUR'. To the right of these options is a 'MasterCard Debit/Credit' section with instructions and a 'NEXT' button. Three yellow arrows with red outlines point to the 'Ireland' dropdown, the '200.00' input field, and the 'NEXT' button.

Step 7.2.3: Enter the payer information.

<p>First name</p> <input type="text" value="First name*"/> <p><small>If a company or organization is paying, please enter the organization name in place of first name</small></p>	<p>Last name</p> <input type="text" value="Last name*"/> <p><small>If a company or organization is paying, please enter the organization name in place of last name</small></p>
<p>Address 1</p> <input type="text" value="Address 1*"/>	<p>Address 2</p> <input type="text" value="Address 2"/>
<p>Country</p> <input type="text" value="Ireland"/>	<p>Province/State</p> <input type="text" value="Province/State*"/>
<p>City</p> <input type="text" value="City*"/>	<p>Postal/ZIP code</p> <input type="text" value="Postal/ZIP code*"/>
<p>Phone number</p> <input type="text" value="Phone number*"/>	

Step 7.2.4: Upload a form of government-issued identification for the student and for the payer, if the payer is different than the student. Click the button to agree to the **Terms of Use**, then select **Next**.

Identification of Student

Identification type

Expiration date

Identification number

Please upload student identification


Drag and drop files here to upload
Only .JPG, .JPEG, .PNG and .PDF files can be uploaded.

I would like to receive emails from PayMyTuition about future discounts, promotions, and/or offers.

I have read, understand, and agree to the PayMyTuition [Terms of Use](#) and [Privacy Policy](#).

Step 7.2.5: Complete the “Student Information” section. When entering the CWID, add the letter **M** (for Montclair State University) before the CWID numbers when filling out the Student ID field, as in the example below. Complete the **Payment Information** and **Payment Term** fields.

Student information

Student ID Student ID* M12345678 <small>Please enter your student ID starting with M</small>	Email address payer@montclair.edu
First name John	Last name Smith
Payment information Payment information*	Payment term Payment term (e.g. Fall 2017)*



Step 7.2.6: Review and confirm the payment details. If everything is correct, click **Confirm**.

Payment information

You will send 4.00 CAD	Institution will receive 3.00 USD	Country Canada
---------------------------	--------------------------------------	-------------------

Payment method 

You selected
Online Bill Payment

Payer information

Name John Smith	Email payer@montclair.edu	Phone number 4160001111
Address 1 123 Valley Road	City Toronto	Province/State Ontario
Postal/ZIP code 123ABC	Country Canada	

Student information

Name John Smith	Email payer@montclair.edu	Student ID M12345678
Payment information Grad Enrollment Deposit - \$200 - Non-refundable	Payment term Fall 2023	

PREVIOUS  **CONFIRM**

Step 7.2.7: Follow the payment instructions provided by PayMyTuition to complete the payment.

Click the **Download Instructions** button below to view or download your payment instructions.

Please follow the instructions provided. You must effect payment before **August 2, 2023** or your payment will be automatically cancelled.

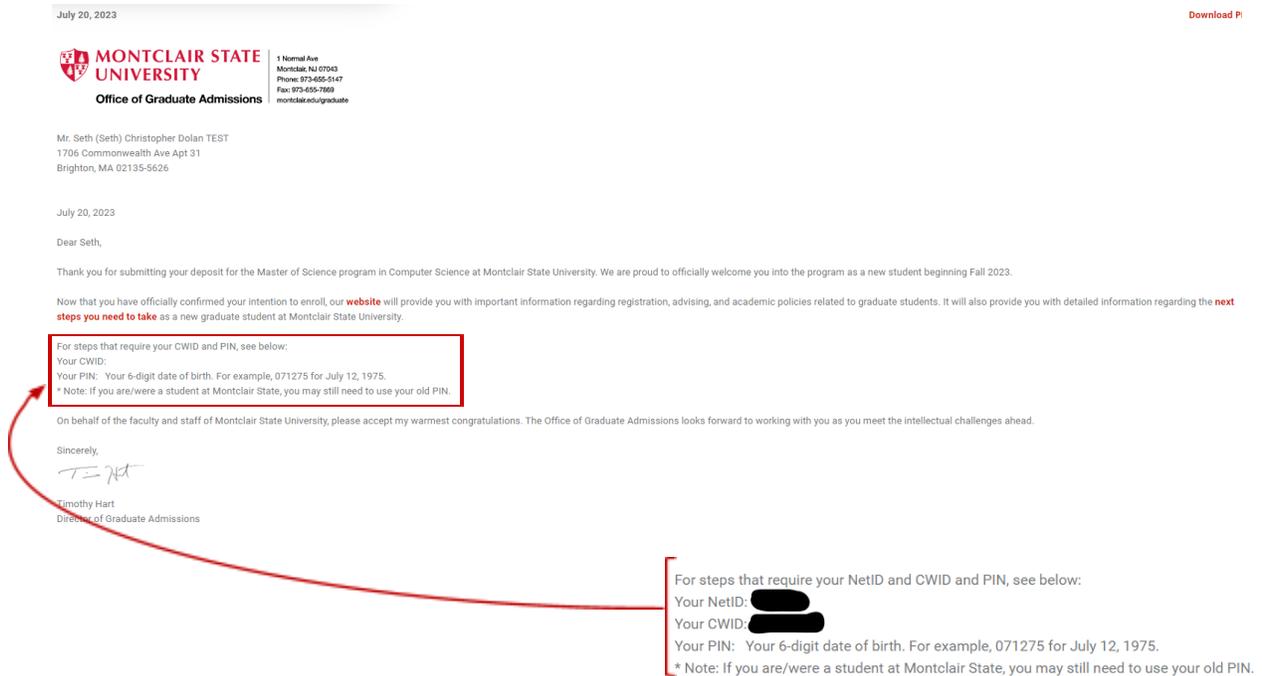


Step 7.2.8: PayMyTuition will alert the student via e-mail and/or SMS any time there are updates with the payment. Once the funds are successfully submitted to Montclair State University, PayMyTuition will send an email with a link to download the Payment Confirmation Receipt.

IMPORTANT NOTE: Using PayMyTuition does add additional time to the process of depositing as the funds need to clear their system before entering Montclair's, and then it still takes the normal 48-72 hours for it to be updated on our system.

If support is required during the payment process, please reach out to PayMyTuition Support [here](#).

Step 8: Once the student has confirmed their admission offer and the enrollment deposit payment has been processed and applied to the student's record, the student will receive another notification informing them of an update to their status portal. This update will be a letter confirming the deposit was received (with CWID & NetID in it):



This letter also includes two links: the first to [The Graduate School](#) website, and the second to the [New Student Checklist](#) (the link to this website is available at any time via the application portal below the accepted student checklist). The new student checklist contains step-by-step instructions on how to claim a NetID, access Montclair State University email, register for classes, and other items the student will need as they enroll as a graduate student.