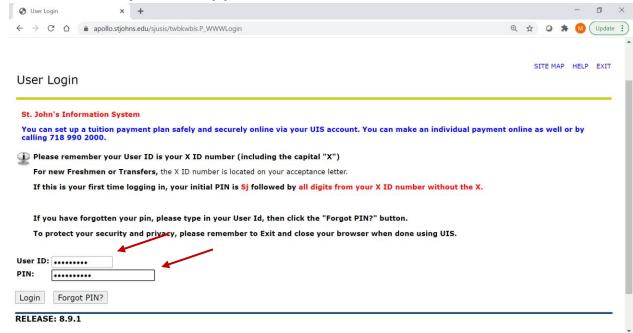
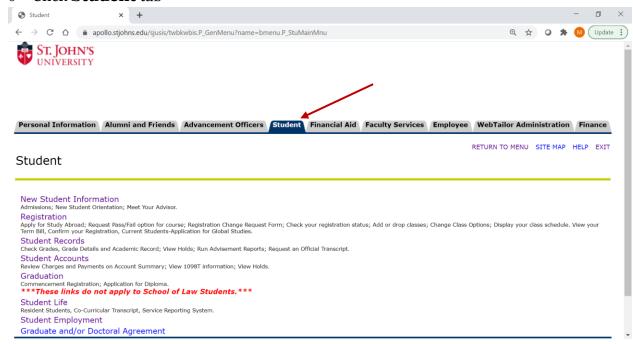
How to Pay Your Seat Deposit

- Log in to <u>UIS</u> using
 - o **Username**: X-Number (found on the online application portal, next to your name)
 - o **Password**: Sj followed by your X ID number without the X.

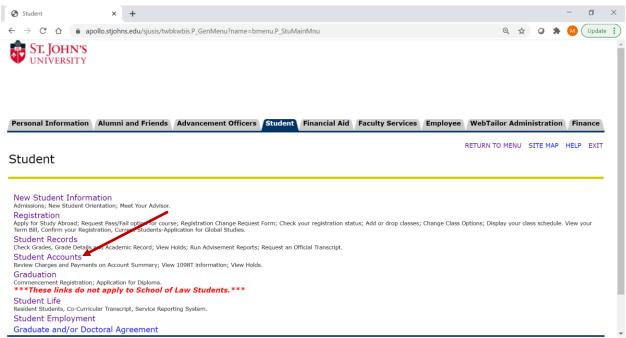


• Once you reach the main menu please select the following:

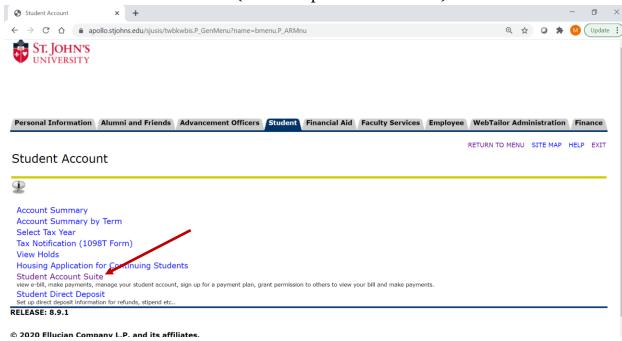
Click **Student** tab



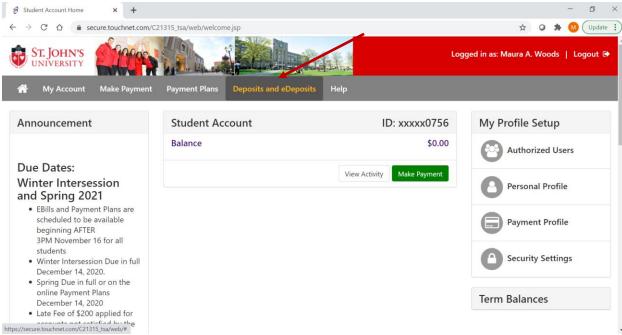
Select Student Account from the menu list



Select Student Account Suite (this will open a new window)



Select **Deposits and eDeposits** tab



- o Select the **Term** from the drop-down menu, then click "Select."
- Now, choose "Fall or Spring" Grad Law LLM Seat Deposit from the drop down, then click "Select."
- Now, enter \$500 in the "Payment Amount" field.
- Choose "Make Deposit Payment." Follow the prompts to either pay by credit card or electronic check (paying directly from a checking/savings account). You can also pay your deposit by contacting Customer Service toll free at 1-888-9STJOHNS or 718-990-2000. Remember to have your X-number handy before calling.
- o Note: This deposit will be applied to the cost of tuition for your first semester. Your deposit payment will appear on your bill, reducing your first semester balance.