Student Financials – Graduate Student View

1. Amount Due: $100.00
2. New Activity: $0.00
3. New Balance: $100.00
4. Direct Deposit: Enrolled
5. I-9: Valid
6. Financial Support Letter
7. Pay Now
8. Term Summary
9. Print Statement
10. Charges & Credits
   - Filter By: Amount Due, DATE - All
   - Date: 2020-06-25
   - Term: 19-20 Spr
   - Description: Labyrinth Bookstore Purchase
   - Due Date: 2020-06-25
   - Amount: $100.00

Total Charges & Credits: $100.00
1. **Amount Due:** Displays the sum of unsatisfied charges with a due date of the current month or prior. For most, the Amount Due represents the dollar amount that will be requested from your monthly stipend paycheck and no direct payment is required. The deduction will appear as “student bill” on your pay stub. However, if your paycheck does not cover the full amount due or if you do not receive a Princeton stipend, an email will be sent advising you that direct payment will be required at that time.

Throughout the month, the Amount Due on your account will be incremented to reflect new charges as they are applied to your student account. This will continue up until the student bill deduction request is made to the Payroll Office. Whenever a deduction request is made, an email notification will be sent to you as a reminder to check your student account and to anticipate the deduction amount from your monthly paycheck. To see a breakdown of your charges due for the current month, click on the icon next to the dollar amount.

If your account is overpaid, the “Amount Due” label will change to “Credit Balance”. For example, this may occur if the proceeds of a loan were applied to your student account. From the Refund button, you can request the credit balance be deposited directly into your US bank account (or sent as check if direct deposit is not an option). Alternatively, the credit balance can remain on your account to offset new charges.

2. **New Activity:** Displays the sum of charges that were recently added to your account with a due in the subsequent month. To see a breakdown of your new charges, click on the icon next to the dollar amount.

3. **New Balance:** Displays the sum of what is due now plus all unsatisfied charges with a future due date within the current academic term. The New Balance amount includes future installments of your prorated charges. This is a running total of your term balance. To view a breakdown of the items that represent your New Balance, click on the icon next to the dollar amount.

4. **Direct Deposit:** Allows you to elect to have University payments and student account refunds deposited directly into your US bank account. Click the pencil icon to change your enrollment status.

5. **I-9:** Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. Princeton is required to ensure proper completion of Form I-9 for each individual hired, including citizens and noncitizens. The status of your I-9 form is displayed. Note that you cannot be paid by Princeton if your I-9 has not been completed or has expired. Click the pencil icon for addition information.
6. **Financial Support Letter:** Provides students the capability to view and print a letter verifying enrollment and anticipated financial support for the upcoming year. For incoming students, this letter is the financial offer issued during the admissions process. For continuing students, this letter is the financial offer issued during reenrollment. The letter will be updated annually during the reenrollment process and may not include financial support from external sources, AI assignments, or later revisions to financial support.

7. **Pay Now:** Click this button to make your domestic or international e-payment from Princeton’s Payment Gateway after being notified of an amount due. Domestic payments will be immediately applied; international payments via Western Union will appear after payment settlement occurs.

8. **Term Summary:** Provides a summary of charges and credits applied in each term. Click the button to display previous terms.

9. **Print Statement:** Clicking the printer icon will display a student account statement for the selected term in PDF format for printing. The statement also provides check remittance instructions if needed.

10. **Filter and Search:** The filter defaults to display only the charge items that are due now. Click the down arrow on the filter box to see all of the filter options. Selecting “TYPE – All” will show all of your student account activity in date order. Click on the column heading to change the order displayed. There is also an option to Search for a word contained in the transaction description. To download the transactions displayed to Excel, click on the download icon. To print your transactions displayed, select the printer icon.

11. **Refunds:** From the Refund page, you can request all or part of any credit balance be deposited directly into your US bank account (or sent as check if direct deposit is not an option) after the start of classes. Some requests may require approval by Student Accounts.

12. **Tax Forms:** From the Tax Forms page, students who are US residents for tax purposes and are not fully supported for tuition can view and print their IRS Form 1098-T, Tuition Statement. As allowed by the IRS, a 1098-T is not issued to students who are fully supported. If you are eligible to receive a 1098-T, you can opt in for electronic distribution on this page. Helpful links to other tax documents are included.

13. **Contact Us:** Important contact information is provided if you need assistance with your student account or if you are experiencing technical problems. This page also include answers to graduate student frequently asked questions.