

## Advance Deposit Payment Instructions: e-Check

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

Navigate to [bursar.duke.edu](https://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 screenshot of a web page with a dark teal header. The header contains the Duke University logo, "FINANCIAL SERVICES BURSAR" in white, and "TEST" in white on the right. The main content area has a light green background. It features the heading "Make a Student Account E-check Payment" in bold. Below the heading is a welcome message: "Welcome to the Duke University Student Account E-check Website." followed by "Please identify the student account for which you wish to make a payment by entering the following information:". There are three input fields: "Student ID:" with a placeholder "Enter id here...", "OR" in orange, "Student Unique ID:" with an empty field, "AND" in orange, and "Student Last Name:" with an empty field. A blue "Submit" button is at the bottom left of the form area.

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.**

To make an e-check payment for the account of **Duke Student is**, 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.)

0.00  Student Account Payment  Nonrefundable Advance Deposit

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.

A diagram of a check form with various fields and labels. At the top left, there are fields for NAME, ADDRESS, and CITY, STATE ZIP. At the top right, there are fields for 0123 and 01-2345/6789. In the center, there is a DATE field. Below the date, there is a field for PAY TO THE ORDER OF and a dollar sign followed by a blank box. Below that, there is a line for DOLLARS. At the bottom left, there is a field for BANK NAME, ADDRESS, and CITY, STATE ZIP. Below that, there is a field for FOR. At the very bottom, there is a MICR line: **@ 1 2 3 4 5 6 7 8 9 0 1 2 3**. Below this line, there are three labels with brackets pointing to the corresponding parts of the MICR line: Bank Routing Number (under the first 9 digits), Bank Account Number (under the next 10 digits), and Check Number (under the last 3 digits).

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

### Billing Information

\* Required field

First Name \*

Last Name \*

Address \*

City \*

Country \*

State/Province

Zip/Postal Code \*

Email \*

### Your Order

Total amount **\$100.00**

### Payment Details

Routing Number \*

Account Number \*

Account Type \*

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

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BURSAR

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### Review your Order

**Billing Address** Edit Address

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Duke Student  
 324 Blackwell ST  
 Durham  
 North Carolina  
 27701  
 United States of America

**Your Order** Cancel Order

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**Total amount**
**\$100.00**

By clicking Pay, I agree to the [Electronic Check Terms & Conditions](#)

**Payment Details** Edit Details

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**Routing Number** XXXXX0000

**Account Number** XXXX

**Account Type** Checking

**Back** Pay

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

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BURSAR
TEST

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10000 -4

Dear Duke,

Your e-check payment to Duke University for **Duke Student s** in the amount of \$100.00 has been successfully submitted and posted to student account:000000000.

Please note:

- An e-check is processed in a manner similar to a paper check. It may take several days to clear your bank account.
- If the payment is returned for NSF or for incorrect data, the payment will be reversed from the student account.
- Any existing registration holds may be removed if the payment satisfies a past due balance.
- If a valid email address was submitted, an email receipt of this transaction will be sent to that address.

Thank you for using the Duke University Student Account e-check website. Please print this page for your records.

Your advance deposit has been successfully processed.