Advance Deposit Payment Instructions: e-Check

E-check is a fast and convenient method for paying your advance deposit. Navigate to bursar.duke.edu, and click the “Make an e-Check Payment” link.

Clicking the link leads to a screen where you will enter your Student ID that is found on your decision letter and your last name.

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, which is found on your decision letter 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 link found in the ‘bills’ section of DukeHub, select the Advance Deposit and corresponding term of admit.

Duke University Bursar’s Office
(919) 660-3531
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.

Note: On some checks, the check number is printed in front of the account number.
Confirm your payment information, or go back and make any needed corrections.
You will receive a confirmation on screen, as well as a receipt via email.

Your advance deposit has successfully been processed and your matriculation procedure has begun. The Student Services office will be in touch with you over the next couple of weeks to begin the next steps of your admission process.