****

**Study Abroad Program Payment Procedure**

**For community members and non-CSUSB students**

**How to pay Application/Program Fees**

1. Email Jamie Ayala at [jamie.ayala@csusb.edu](mailto:jamie.ayala@csusb.edu) and let her know you are ready to pay your application fee/program fee. She will email you back an attachment (Deposit Slip) which you will need to print out and include with your check.
   1. Make checks payable to CSUSB and please write your name and CGM country of study abroad in the "Memo" or "For" section.
2. Mail your check AND Deposit Slip to the following address:  
   CSUSB   
   Attn: Bursar Office  
   5500 University Parkway UH-035  
   San Bernardino, CA 92407

**How to pay Tuition Fees**

1. CSUSB College of Extended Learning (CEL) will receive required information about student from the Center for Global Management (CGM) to create CSUSB ID numbers.
2. CEL will register students based on the information provided by CGM.
3. Students will need to call (909) 537-5975 to pay over the phone with credit/debit card (Visa, MasterCard, and American Express) or they can send a check by mail. Checks payable to "College of Extended Learning" and please write your name and country of study abroad in the "Memo" or "For"