

## 2023-2024 International Student Academic Year Calendar and Payment Guide

2023-2024 Tuition rate: \$115 per credit hour

Student Registration Dates and Deadlines	Fall 2023	Spring 2024
Online Registration Portal Opens	September 6th	January 29th
Online Registration Portal Closes	September 22nd	February 16th
Signed Application Form Due in SUPA Office	September 29th	February 27th
Incomplete Registration Applications Deleted <i>Unsigned or incomplete applications deleted in our system</i>	October 13th	March 25th
Drop Deadline <i>Full refunds given if course dropped by this deadline</i>	November 15th (Fall and year-long)	April 17th (Spring only)
Withdraw Deadline <i>No refunds provided, a grade of "WD" will appear on student transcript</i>	January 5th (2024)	May 10th
Syracuse University Grades Posted <i>Students can view their grades after this date. For instructions, visit <a href="http://supa.syr.edu/transcripts">supa.syr.edu/transcripts</a></i>	2/16/24	6/21/24

### NOTE REGARDING FINANCIAL OBLIGATION:

If the student is officially registered for the SU course and then decides they no longer want SU credit, the student **MUST** submit a Drop Course Form to the Project Advance office by the Drop Deadline of **(Fall 2023 = Nov 15th and Spring 2024 = April 17th)** to receive a full refund.

### SUPA CONTACT INFORMATION, FORMS AND LINKS

#### CONTACT INFORMATION:

Syracuse University Project Advance  
400 Ostrom Ave, Syracuse, NY 13244  
Phone: (315) 443-2404  
Fax: (315) 443-1626 or 2585  
Email: [supahelp@syr.edu](mailto:supahelp@syr.edu)  
Live Chat: <http://supa.syr.edu/livechat/>  
Office Hours: 8:30 AM- 5:00 PM

Registration: [supa.syr.edu/register](http://supa.syr.edu/register)  
Tuition and Payments: [supa.syr.edu/tuition](http://supa.syr.edu/tuition)  
Tuition Assistance: [supa.syr.edu/tuition-assistance](http://supa.syr.edu/tuition-assistance)  
Drops/Withdraws: [supa.syr.edu/forms](http://supa.syr.edu/forms)

Download the full SUPA Student Guide:  
[supa.syr.edu/studentguide](http://supa.syr.edu/studentguide)

# Student Payment Guide 2023-2024

Payment Options: Tuition payment due upon completion of Online Registration

1. Online Bill Pay (credit card only) <https://pass.supa.syr.edu>

- Click on “Parent /Guardian” then click on “Pay Tuition for International Student”
- Parents/ Guardians sign in utilizing the student’s email address and password that were established when the online application was completed, then click on Pay Tuition or View bill and make payment.

2. Additional Payment Option: Wire Transfer (This method should only be utilized if Parent does not have a credit card)

Wire Transfer Instructions:

- You may authorize your banking institution to transfer funds through the Federal Reserve (U.S. banks) or the SWIFT system (foreign banks), in accordance with the following instructions:

JPMorgan Chase New York, NY ABA#: 021000021

Credit: Syracuse University Account #: 018-000-1182

ATTN: Upstate Syracuse Account SWIFT Code: CHASUS33

(required for foreign banks only) Reference: (SUPA Payment- Name of Student)

An email notification must be sent to [supabilling@syr.edu](mailto:supabilling@syr.edu) at the time the funds are transferred. It must include the students name, High School, payment amount and course. This notification assures that your payment gets promptly applied to your account. Your high school may be willing to collect your payment and complete the wire transfer for you, but you should confirm this with your SUPA instructor or SUPA Coordinator.

## **International Student Registration Guide 2023-2024**

To register online, go to <http://pass.supa.syr.edu>

Cost: \$115 per credit hour

Online Bill Pay <https://pass.supa.syr.edu>

### **First-time Students:**

Before you start your course application you will need:

- List of ALL courses and their class times you wish to register for on one application.
- Student & Parent/guardian e-mail address
- Credit card for payment (Visa, MasterCard, Discover or American Express)

### *Instructions for Registering:*

1. Access [pass.supa.syr.edu](http://pass.supa.syr.edu) to start a new online application.
2. Click HS Student, then choose YOUR COUNTRY where you attend High School.
3. Click “Create New Account.”
4. Fill in the necessary information and click on “Register Me” to continue.
5. Select the courses you wish to register for from the list. You may select more than one. When all courses have been selected, click “Register for Selected”. You will then have the opportunity to review your selection and remove a course if you want.
6. Click “Print Application” from the menu on the left hand side. Then click “Download PDF Application”. Your application will download to your computer where it can be printed, saved or both.
7. The application must be signed by both the student and parent/guardian and returned to your SUPA instructor who will email them to [suparegistration@syr.edu](mailto:suparegistration@syr.edu)
8. After you finish registering for course(s), follow the link to “Bill Pay”, our online secure portal, to pay for the course(s) and complete the registration process.

### **Returning Students:**

Before you retrieve your previous course application, you will need:

- Your 9-digit SU ID number or previously used e-mail address and password
- List of ALL courses and their class times you wish to register for on one application.
- Student & Parent/guardian e-mail address
- Credit card for payment (Visa, MasterCard, Discover or American Express)

### *Instructions for Registering:*

1. Access [pass.supa.syr.edu](http://pass.supa.syr.edu) to start an online application.
2. Click HS Student, then choose YOUR COUNTRY where you attend High School.
3. In the “Returning Student” section enter previous email or SU ID number and password. If you do not remember your password, click “Forgot Password”.
4. Confirm information or make necessary changes in the form and click “Update” to continue.
5. Click “HERE” to register for courses. Select ALL the courses you wish to register for and then click “Register”. You will then have the opportunity to review your selection and remove a course if you want.
6. Click “Print Application” from the menu on the left hand side. Then click “Download PDF Application”. Your application will download to your computer where it can be printed or saved.
7. The application must be signed by both the student and parent/guardian and returned to your SUPA instructor who will email them to [suparegistration@syr.edu](mailto:suparegistration@syr.edu)
8. After you finish registering for course(s), follow the link to “Bill Pay”, our online secure portal, to pay for the course(s) and complete the registration process.