



# Pittsburg State University

## International Programs and Services

118 Whitesitt Hall  
1701 South Broadway • Pittsburg, KS 66762  
620-235-4680 • 620-235-4962 (fax)

## ADVANCE TUITION DEPOSIT

Effective March 21, 2023

Pittsburg State University requires all admitted international applicants to provide a non-refundable advance tuition deposit of \$1,500 (USD). Once admitted, the advance deposit must be made before the issuance of the immigration documents (I-20). The deposit will be noted on the I-20.

**APPLYING DEPOSIT:** Upon arriving to Pittsburg State University, the student must complete the new student orientation and be fully enrolled in classes, the advance tuition deposit will then be applied to the student's first semester of tuition.

**DEPOSIT FORFEIT:** Should the student not enroll at Pittsburg State University, or transfer to or attend a different school, before or during the first semester of attendance at Pittsburg State University, the deposit will be forfeited.

**DEFERRAL:** For those applicants who are admitted, but defer attendance, Pittsburg State University will hold the deposit for up to one year.

**REFUND EXCEPTION:** The advance tuition deposit will only be refunded if the student is denied a visa (written proof is required). The deposit will be returned in the same method in which it was received (minus any processing fees).

Description	Amount
Advance Tuition Deposit	\$1,500.00
Administrative Processing Fee*	\$45.00

### PAYMENT METHOD

Please use the following guidelines when paying the advance deposit:

☐ **Credit Card** – Online credit card payment instructions.

\*There is an additional \$45 administrative processing fee for the transaction.

#### GRADUATE STUDENTS

1. Log into GUS (<https://go.pittstate.edu/gus>)
2. Click on "PROSPECTIVE STUDENTS"
3. Click on "APPLICATION STATUS"
4. Click on "ADMITTANCE"
5. Click on "PAY FEES"

#### UNDERGRADUATE AND IEP STUDENTS

1. Log into GUS (<https://go.pittstate.edu/gus>)
2. Click on "PROSPECTIVE STUDENTS"
3. Click on "APPLICATION STATUS"
4. Click on "PAY NOW"

☐ **Bank Wire Transfer** – Wire transfer instructions are given upon request by emailing [i-admit@pittstate.edu](mailto:i-admit@pittstate.edu).

☐ **Check** – Make payable to "Pittsburg State University" and mail to:

Pittsburg State University  
International Programs and Services  
1701 South Broadway  
Pittsburg, KS 66762 USA

If you have questions, please email [i-admit@pittstate.edu](mailto:i-admit@pittstate.edu) or call 620-235-4680.