Continuing Students Payment Methods

1. Cash payments to any of the CIB branches.

2. Payments by a bank draft or a certified check to the Student Services Center (SSC) Cashier.

3. Credit Card AUC Tuition Payment (online payment).
   Student may pay their tuition and fees with a credit card. AUC currently accepts Visa, Master Card, and Discover through online payment only. A 3 percent convenience fee will be assessed for payment by credit card. Credit Cards are not accepted at the SSC Cashier or the CIB branches. Credit Card payments cannot be made over the phone. Any refund due and originally paid by credit card will be returned by AUC to the same card. The convenience fee is non-refundable.
   We request that all students pay their full amount due at one time.
   To pay your tuition online on Banner Self Service:

   a) Visit your Banner Self Service by clicking here
   b) Login with your AUC email username and password.
   c) Click on Student, then click Student Account, then click Pay Online.
   d) Click on Continue, then select Currency to choose the amount you wish to pay online.
   e) Account Balance is displayed on top of the detail transactions table based on currency selected.
   f) Press “Pay Online” button; AUC agreement - Terms of service will be displayed.
   g) Read carefully; press Agree button if you want to proceed. By pressing the agree button, the user will be directed to online payment gateway.
   h) The Payment gateway will be opened with the same Banner amount due to pay.
   i) Get your credit card then Press Make a Payment button.
   j) Supply the required credit card information. AUC will not keep any credit card information. Security measures are applied by the service providers.
   k) Proceed in paying your tuition fees.
   l) A transaction receipt will be displayed in a few seconds and a confirmation email will be sent to student/authorized users.
   m) Go back to Banner; check your account update and you will see that your payment has been processed.
   n) If you are wanting to pay the other part of your tuition using the payment gateway; repeat the steps mentioned above.
   o) Please make sure to complete your payments before the payment deadline.

4. Bank transfer as the following instructions:

   CIB Bank Transfer Instructions

   If you wish to transfer payment to the AUC, please provide your bank with the following required information:
   Student Full Name: ____________________________ AUC ID # ____________________________
   Sender's telephone ____________________ Email address _______________________

   Bank transfer must include the following information:

   FUNDS FOR:
   The American University in Cairo
   Commercial International Bank, CIB Down town branch.
   Account Numbers:
   100010549625 EGP
Swift code CIBEEGCX005

AMOUNT in US$/EGP____________________ DATE OF TRANSFER: ________
BANK _____________________ SENDER ADDRESS _________________________

You are required to pay to the bank any service fees they charge for the transfer. The cost of the transfer is not to be deducted from the payment sent to AUC. Student/Parent should notify AUC of receipt of bank transfer. Upon completion of your transfer, please email to AUC Accounts Office stuacct@aucegypt.edu a copy of this completed form and a copy of the bank transaction report for the transfer. The transaction report must clearly show the student name and the AUC ID, to be properly credited to your AUC account.

5. **CIB AUC branch MasterCard payment** credit and / or debit card

Tuition Fees in EGP will be accepted from holders of MasterCard (only) credit and / or debit cards issued locally on any issuer bank operating in Egypt.

It is important to point out that any and all normal procedures for the identification of the card holder using the credit / debit card will apply.

6. **NYO payments:**

USD tuition payment can be made through the NYO as follows:

- certified/cashiers' check
- Money order
- Bank transfer

The payment must be made to "The American University in Cairo" and please include AUC ID in the memo of the payment.

For regular mail, send the payment to the address –

The American University in Cairo

Attn: NYO Student Accounts

420 Fifth Avenue 3rd Floor

New York, NY 10018.
Citibank NY Bank Transfer Instructions:

WIRE TRANSFER INSTRUCTIONS
If you wish to wire payment to the New York Office of AUC, please provide your bank with the following required information.

FUNDS FROM:
Sender's Name _________________________________________________________________
Sender's Address ________________________________________________________________
___________________________________________________________________________
(City, State/Province, Postal Code, Country)
Sender's Telephone _____________________________ Email Address _____________________

Each bank wire transfer form must include the following information:
Reference: _________________________________________________________________
(Student's name if different than sender; AUC ID# or Social Security Number)
Purpose of Payment (Tuition, Housing, etc.) _________________________________________
Academic year and semester ____________________________________________________
=====================================================================================
FUNDS FOR: The American University in Cairo
420 Fifth Avenue, 3rd Floor
New York, NY 10018 U.S.A.
Telephone: (212) 730-8800
Fax: (212) 730-1600

FUNDS TRANSFERRED TO: Citibank N.A.
411 Fifth Avenue @ 37th Street
New York, NY 10016 U.S.A.
Account # 9987336135
Routing code ABA #021-0000-89
Swift Code CITIUS33
AMOUNT in US $ ______________________ DATE OF TRANSFER: ______________________
=====================================================================================
You are required to pay to the bank any service fees they charge for a wire transfer. The cost of the wire transfer is not to be deducted from the payment sent to AUC.
Citibank Bank should notify AUC/New York Office of receipt of your transfer by mail in ten business days. Upon completion of your wire transfer, please fax to AUC's New York Office a copy this completed form with a copy of the bank transaction report for the wire transfer. The transaction report must clearly show your name and the purpose of the payment for your payment to be properly credited to your AUC account. Fax copies to: Student Affairs Office – Fax Number (212) 730-1600.