# **SCHOOL OF GRADUATE STUDIES**

salemstate.edu/graduate

978.542.6200

#### MASTER OF SOCIAL WORK (MSW) SUBMITTING YOUR ENROLLMENT DEPOSIT

Congratulations on your admission to the MSW program at Salem State! To secure your space in the program, you need to confirm your study plan and submit the \$200 non-refundable enrollment deposit. Graduate admissions will provide the due date of the enrollment deposit, which is typically three weeks from the date of your admission letter.

Here are instructions on submitting your enrollment deposit. Please adhere to the deadline specified by graduate admissions.

#### 1. Log on to your Navigator account at salemstate.edu/navigator.

Salem State Site	•	Guest		
Sign In	Create Account	Account Help	Class Search	
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L L	S	ign In ×		
	User ID User	ID		
	Password Pass	word		
	□ Ena	ble Screen Reader Mode		
	Sig	n In		

## 2. Click Application Status.



#### 3. Click Pay Enrollment and/or Housing Deposit.



# 4. Click Make Payment(s) Now

Student Homepage	SSU Application Status	合 盤
Application Status	10:	
	Pay Enrollment and/or Housing Deposit	
	Welcome to the Salem State University community! Your payment will	
	ensure and activate your enrollment for the semester to which you	
	have been admitted. Additional information will be malled to you.	
	INFORMATION ABOUT MAKING YOUR PAYMENT(5):	
	In order to submit your enroliment confirmation deposit and/or housing	
	deposit, you will be linked to the financial services payment page.	
	If you are making both an enrollment deposit and a housing or waitlist	
	housing deposit, please note that you will have to make both payments	
	separately. In other words, you will have to go through the payment	
	process twice, once for your enrollment deposit and once for your	
	housing or waitlist housing deposit.	
	Please be sure to print your payment receipt at the conclusion of each	
	deposit process.	
	- Pay Enrollment Deposit* \$	
	Make Payment(s) Now	
	* Deposits are non-refundable	
	Once your deposit is received you will receive additional information about orientation	
	and registration in the mail.	
	APreviews	

## 5. Click OK.

Please note: The system you are about to use accepts enrollment deposits and housing deposits for undergraduate students, as well as enrollment deposits for graduate students for two programs, for various terms. You are only submitting one payment, for your one enrollment deposit to the MSW program. As you are moving forward, please be sure you are submitting the correct deposit for the correct term as outlined in the instructions below.

Student Homepage	SSU Application Status	â	倒	:
Application Status	Make Secure Deposits			
	Click Here to access Touchnet, Salem State's secure electronic billing and payment system.			

6. Double-check the page you have been directed to. You should be on the "Deposits" page. If not or you are

not sure, click Deposits (NOT Make Payment) in the top navigation.

lem Issas						Logged in as: I
My Account	Make Payment	Deposits	Refunds	Help		
Depo	sit Paym	ent				
	\$			8		
	Amount			Payment	Confirmation	Receipt

7. If you were admitted to MSW Saturday: Select the SPRING 2020 term in "Select Term" dropdown.

If you were admitted to MSW Advanced Standing Program: Select the SUMMER 2020 term in "Select Term" dropdown

If you were admitted to MSW Program in September: Select the FALL 2020 term in "Select Term" dropdown



8. IMPORTANT: Be sure you're paying the MSW deposit. Other choices in the dropdown are for other groups of students.

Choose one of the following:
Spring 2020
Saturday MSW - CC if you are paying by credit card or
Saturday MSW – eCheck if you're paying by eCheck.

	Deposit History		•		
Amount		Method	Confirmation	Receipt	
ect a term then depos	it payment account you wou	Id like to make a payment to	ward Select a deposit	Select Deposit Payment	• Sele

- 9. Accept the fee, select your payment method, enter your financial information, and submit your payment.
- **10.** Keep the transaction summary for your records.
- 11. Graduate admissions will continue to track your enrollment deposit. When we have confirmed receipt of your enrollment deposit, your Navigator account will update to show you as an enrolled/matriculated student.
- 12. Once you are an enrolled/matriculated student, your admissions process is completed and you will begin to receive further information from the School of Social Work. Please visit <u>salemstate.edu/graduate/admit</u> for additional information and next steps.