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PACIFIC SCHOOL of RELIGION

1798 SCENIC AVENUE • BERKELEY, CA 94709 • U.S.A. • 510.849.8200 • FAX: 510.845.8948 • www.psr.edu

Payment Policy and Instructions for International Students

Important information regarding I-20 Immigration Form and pre-payment of tuition:

In order for our office to complete the I-20 Immigration Form, international students who have been offered admission to a degree or certificate program must provide pre-payment for their first semester's tuition. This money will be held in trust and will be refunded in full if for any reason you are not able to matriculate.

You must also provide our office with proof of the ability to pay tuition, fees and living expenses for the academic year. Please provide a statement from your bank, church and/or family and friends who are providing financial support during your stay in the United States. This statement must indicate its value in U.S. dollars.

You may fax the information to us at (510) 845-8948. Please note that continuing students are not permitted to register or pre-register for classes until the previous semester of study has been paid in full. Once we receive your payment for the first semester's tuition and proof of your ability to pay tuition and fees for the academic year, we will issue an I-20 immigration form.

Instructions for sending fees to PSR: Your first semester's fees are due by July 1 (fall matriculation) or December 15 (spring matriculation). We will accept payment by either check, credit card or by a wire to our bank.

CHECKS: Checks can be sent in US\$ funds payable to Pacific School of Religion. Please send to the attention of the PSR Business Office, Attention: Nina Galvan.

CREDIT CARDS: You may also pay by credit card. PSR currently accepts MasterCard, VISA and American Express. We can currently only receive credit card information over the phone. You may call Nina Galvan at (510) 649-2435 for assistance.

BANK WIRE: Your bank will ask you to complete a form. Information required may include our bank name and address: First Republic Bank, Attn: Client Services-San Francisco, 101 Pine Street, San Francisco, CA 94111 USA

Domestic Wires will require the following:

Wire routing number: 321081669

Account number: 995-0083-1500

International Wires in US Dollars will require:

SWIFT: BOFAUS3N

Bank: Bank of America

San Francisco, CA USA

Beneficiary Name: First Republic Bank

Beneficiary Acct. # 12331-22793

Final Credit to Beneficiary Name: Pacific School of Religion

Final Credit to Acct. # 995-0083-1500

We are exploring other methods of payment through our website and will notify you as these options become available.