Once an admission decision is made, the student will receive an email informing them that an update has been posted to their application portal.

**IMPORTANT NOTE:** The system will need 24 hours to process the applicant’s admission offer into our system. Once this process occurs, the student will receive an email informing them of an update to their status portal. The student has to confirm their enrollment first. Once the confirmation is made and the system updates again, the student can log into their application portal again and view the new letter containing their Montclair State University credentials (College Wide ID or CWID) along with a link to the Graduate Student Enrollment Deposit website. At that point the student should pay their deposit to secure their spot.

**Step 1:** Click the link in the email received and log into the application portal using the credentials.

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Dear Seth,

Your application to the Office of Graduate Admissions has received a new update. Please log in to your [application status page](#) to review the details.

If you have any questions, please email [Office of Graduate Admissions](#) or call 973-655-5147.

Best regards,

[Office of Graduate Admissions](#)
Montclair State University
Step 2: Once logged into the application portal, view the status update by clicking the View Update link in the yellow banner which will display the admissions decision letter.
Step 3: To confirm the offer of acceptance, click on the **Next Steps** tab on the application portal, ensure that the “Yes, I am coming” box is checked off, and click **Submit**.
**Step 4:** Once the admissions confirmation has been submitted and the system updates (this can take 24-48 hours), the application portal will update again to reflect the acceptance confirmation and list the status of the enrollment deposit. A new accepted student checklist will also appear.
Step 5: When clicking on the Pay Your Enrollment Deposit link in the accepted student checklist, the following pop-up will appear containing a link to the Graduate Student Enrollment Deposit website. Click on the link for instructions about paying the enrollment deposit.

Step 6: After clicking the Visit our website for details on how to pay your deposit link on the pop up window, the Graduate Student Enrollment Deposit webpage will load.
Step 7: At this point, the student will have **two options** for payment:

- Option 1 - NEST
- Option 2 - PayMyTuition

Step 7.1.1:

**OPTION 1: Paying the Enrollment Deposit through NEST**

To pay the deposit online with a credit card, click on the **Pay Online with a Credit Card Now** link to be redirected to the NEST Portal. Use the eight-digit Campus Wide ID (CWID), and PIN, which is the six-digit date of birth (MMDDYY). The CWID is provided in the confirmation of enrollment letter. Then click **Log in**.
Step 7.1.2: Once in the NEST Portal, click the Deposits tab on the red menu bar.

Step 7.1.3: In the Select a deposit drop-down menu, select the Grad Enrollment Deposit Non Ref payment option:
Step 7.1.4: Confirm that the payment option is correct and click Continue.

Step 7.1.5: Select your payment method.
Step 8.1.6: Enter the payment information and confirm it is accurate prior to submitting.

A receipt of payment will be sent to the email provided. The application and application portal will be updated within 48-72 hours to reflect this payment.

Step 7.2.1:

OPTION 2: Paying the Enrollment Deposit (through PayMyTuition)

IMPORTANT NOTE: Using PayMyTuition does add additional time to the process of depositing as the funds need to clear their system before entering Montclair’s, and then it still takes the normal 48-72 hours for the payment to be reflected in our system.

To pay the deposit online through PayMyTuition, click the PayMyTuition link on the Graduate Student Enrollment Deposit website.
Step 7.2.2: This redirects to the PayMyTuition site. Select the country from which the payment is being made, enter USD 200 enrollment deposit for the amount, and select the appropriate payment option (the currency to be used for the payment). Then select **Next.**
Step 7.2.3: Enter the payer information.

Step 7.2.4: Upload a form of government-issued identification for the student and for the payer, if the payer is different than the student. Click the button to agree to the Terms of Use, then select Next.
Step 7.2.5: Complete the “Student Information” section. When entering the CWID, add the letter M (for Montclair State University) before the CWID numbers when filling out the Student ID field, as in the example below. Complete the Payment Information and Payment Term fields.

Step 7.2.6: Review and confirm the payment details. If everything is correct, click Confirm.
Step 7.2.7: Follow the payment instructions provided by PayMyTuition to complete the payment.

Click the Download Instructions button below to view or download your payment instructions.

Please follow the instructions provided. You must effect payment before August 2, 2023, or your payment will be automatically cancelled.

Step 7.2.8: PayMyTuition will alert the student via e-mail and/or SMS any time there are updates with the payment. Once the funds are successfully submitted to Montclair State University, PayMyTuition will send an email with a link to download the Payment Confirmation Receipt.

IMPORTANT NOTE: Using PayMyTuition does add additional time to the process of depositing as the funds need to clear their system before entering Montclair’s, and then it still takes the normal 48-72 hours for it to be updated on our system.

If support is required during the payment process, please reach out to PayMyTuition Support here.
Step 8: Once the student has confirmed their admission offer and the enrollment deposit payment has been processed and applied to the student’s record, the student will receive another notification informing them of an update to their status portal. This update will be a letter confirming the deposit was received (with CWID & NetID in it):

This letter also includes two links: the first to The Graduate School website, and the second to the New Student Checklist (the link to this website is available at any time via the application portal below the accepted student checklist). The new student checklist contains step-by-step instructions on how to claim a NetID, access Montclair State University email, register for classes, and other items the student will need as they enroll as a graduate student.