Submitting your Housing PrePayment

Housing Prepayment
There are two ways to submit your housing pre-payment of $550.

1. Check or Money Order
   You can mail a check or money order, payable to SAIC, to:
   Residence Life, Suite 1203
   36 S Wabash
   Chicago, IL 60603

   Please make sure to include student's ID number on the check.

2. Credit/Debit Card/Check Payment
   Students may pay the prepayment via electronic check or credit card online. Please note: VISA is not accepted. If you pay by credit or debit card, a processing fee of $15.12 will be added. There is no additional fee for electronic check.

   To pay online, follow the steps outlined below:
   1. You must “Get Connected” to gain access to SAIC online payments (http://getconnected.artic.edu)
   2. Log in to Peoplesoft Self-Service using the log-in information created through the “Get Connected” process. (https://csweb.artic.edu/psp/CSPROD/SELSERV/HRMS/?cmd=login)
   3. Click “CASHNet, Payments, Set up authorized users”
   4. Then click “Make a Payment”.
   5. Next, click “Make a payment or ARTICard deposit”.
   6. On the next screen, click “Housing Prepayment”.
   7. Enter $550.00 as the total amount of the payment. In order for your prepayment to be accepted, it must be the full amount of $550.00.
   8. Select “Fall 2015” for the term.
   9. Click “Add to Shopping Cart” and continue following the instructions to pay via credit card.

If you have questions, please contact our office at 312.629.6870 or by email at stulife@saic.edu