

Viewing MU Bill

Millersville University does not send paper bills. **Students must log into myVILLE account to view and pay bills.** An email is sent from the Office of International Programs and Services (IPS), which includes your username and a temporary password. If this information has been lost, email International.Services@Millersville.edu to request account login details.

1. Go to the Millersville homepage <http://www.millersville.edu/>
2. At the bottom of the page select "Logins"
3. Select myVILLE Portal and enter your myVILLE login information
4. Once on myVILLE, look for the **It's Bill Time** portal
5. Select **View E-Bill** to view your original tuition bill
6. Click on **Current Balance** to view updated account information (if changes were made to your account after the initial E-Bill)

Paying MU Bill

Bills are to be paid in full by the end of orientation for new international students. There are several ways to pay semester bills included below. Additional instructions for all payment options can be found on the Office of Student Accounts (OSA) website: <http://www.millersville.edu/osa/installmentplan.php>.

- **Monthly Installment Payment Plan:**

Students must enroll in the Installment Plan before arriving to Millersville. More information regarding this can be found on OSA's website: <http://www.millersville.edu/osa/installmentplan.php>.

- **Flywire Online Payment:** *Strongly Recommended for International Students*

Flywire by peerTransfer is quick, easy, and has small fees. By using Flywire you can do the following:

- Save money on bank fees and ensure your payment is received in full
- 24 hour multilingual customer support

- **myVILLE Online Payment:**

Students can pay by credit card or through electronic check in their myVILLE accounts. Read the instructions on the OSA's website closely, as there are additional fees with some forms of payments.

To pay by electronic check:

- A **U.S. bank account** routing number and an account number are needed
- The online payment system is only set up for using U.S. addresses as the home or "billing address." If you do not have one, use the address for the Office of International Programs and Services below.

40 Dilworth Rd
Millersville, PA 17551
717-871-7506

- **Pay in Person:**

The Office of Student Accounts will only accept cash if it is delivered in person. If paying in cash, you must declare money in the amount of \$10,000 or more when arriving at customs in the U.S.

(https://help.cbp.gov/app/answers/detail/a_id/778/~/-/declaring-currency-when-entering-the-u.s.-in-transit-to-a-foreign-destination)

To Pay with a Check:

- Make check payable to "Millersville University" and be sure to sign it.
- Write your student ID number (M number) on the front.