

FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

OFFICE OF THE PROVOST
OFFICE FOR INTERNATIONAL SERVICES

**STEM OPT Extension
Maintenance of Status Fee
Payment Instructions**

Step 1: On the Fordham OIS STEM OPT Extension webpage, there is a **GBA** and **Non-GBA** option for payment.

Choose the appropriate link to pay the STEM Extension Maintenance of Status Fee.

Step 1: Pay the STEM Extension Maintenance of Status Fee

Before proceeding with preparing your documents, you must pay the **STEM Extension Maintenance of Status Fee**.

Click **GBA** if you are graduating from Gabelli Business School - Graduate Division.

Click **Non-GBA** if you are graduating from any other school at Fordham (including Gabelli School of Business - Undergraduate Division).

GBA Maintenance of Status Fee for OPT STEM Extension Spring 2020

Non GBA Maintenance of Status Fee for OPT STEM Extension Spring 2020

The semester in which you will apply for OPT STEM Extension will be listed within the text of the links.

It is very important that you complete this step first, otherwise we will be unable to process your application for you.

Step 2(a): Clicking on the appropriate link will bring you to a sign in page. Please disregard the top section of this screen and instead click the **grey "Sign In" button** at the bottom of the page.

DO NOT fill in the text boxes above, or click the maroon 'New Account' button.

Create Account

WELCOME! Click SIGN IN below to login with your Fordham account. If you do not have a Fordham account, please enter your name and email address to start the registration process.



The registration form contains three input fields: "First Name", "Last Name", and "Email Address", each with a red asterisk indicating a required field. Below these fields is a maroon button labeled "New Account". A large red prohibition sign (a circle with a diagonal slash) is overlaid on the entire registration section, indicating that this area should not be used.

Do not type or click anything in this area.

OIS Maintenance of Status for STEM Extension

Fordham Students
Please **Sign in** to begin.

Sign In

Click sign in here.



Step 2(b): Another page will appear once you click the grey Sign In button.

Click the **maroon “Enterprise Sign-In” button** to continue and sign in with your Fordham credentials.

DO NOT fill in the text boxes above, or click the grey ‘New Account’ button.

Sign in

OIS Maintenance of Status for STEM Extension

Fordham Students
Please **Sign in** to begin.

* Username
* Password

Sign in

[I forgot my sign-in details](#)

Enterprise Sign-In

OIS OPT and STEM students: Please click Enterprise Sign-In

Welcome to the Office for International Services! Please be sure to follow the registration instructions found at www.fordham.edu/ois. If you have any questions please contact us at ois@fordham.edu.

New Account

Do not type or click anything in this area.

Click sign in here.

Do not click anything in this area.

Step 3: After you sign in, you will see this page.

Please make sure that you have selected the correct link (GBA or Non GBA), according to your program by checking the side bar.

Click the “Enroll and Pay” link under “**New Booking**” to continue.

The screenshot displays the Fordham University student portal interface. At the top left is the Fordham University logo and name. The main content area is titled "Your Bookings" and contains a section for "New Booking". A callout box with a red arrow points to the "Enroll and Pay" link in the "New Booking" section, with the text "Click 'Enroll and Pay' here." Another callout box with a red arrow points to the "YOU ARE HERE" breadcrumb trail, which includes "Enroll and Pay" and "GBA Maintenance of Status Fee for OPT STEM Extension Spring 2020", with the text "Make sure that the correct program is listed here (GBA or Non GBA)." The "Enroll and Pay" link is highlighted in blue. Below the "New Booking" section, there is a "Completed" section with another "Enroll and Pay" link and an "Update" button.

FORDHAM UNIVERSITY
THE JESUIT UNIVERSITY OF NEW YORK

Go to Gateway

YOU ARE HERE
Enroll and Pay
GBA Maintenance of Status Fee for
OPT STEM Extension Spring 2020

Your Bookings

OIS Maintenance of Status for STEM Extension
Click **Enroll and Pay** below to continue.

New Booking

Enroll and Pay GBA Maintenance of Status Fee for OPT STEM Extension Spring 2020

Completed

Enroll and Pay OIS Maintenance of Status for OPT Registered **Update**

Click “Enroll and Pay” here.

Make sure that the correct program is listed here (GBA or Non GBA).

Step 4: Please put in your First Name, Last Name, and Fordham email, as directed on the screen. Once you are finished, click “Next.”

FORDHAM UNIVERSITY
THE JESUIT UNIVERSITY OF NEW YORK

> Expand panel to show vic

Your Details

OIS Maintenance of Status for STEM Extension
Please complete the information below. Fields that have a red asterisk are required.

Title

* First Name ← Your first name.

Middle Name

* Last Name ← Your last name.

* Email ← Your Fordham email.

[Cancel](#) [Next](#) ← Click “Next” here.

YOU ARE HERE
Enroll and Pay
GBA Maintenance of Status Fee for
OPT Spring 2020 Grads

Your Details
Your Curriculum
Payment
Review

[Home Page](#) · [Contact Us](#) · [Privacy Policy](#) · © Fordham University

Step 5: The payment screen lists the amount due for the STEM Extension Maintenance of Status fee. The Maintenance of Status fee for STEM OPT Extension (2 years) is \$180.00.

Once you review this information, click “Next.”

The screenshot shows the Fordham University website interface for a payment screen. At the top left is the Fordham University logo and name. The main heading is "Payment" and the sub-heading is "OIS Maintenance of Status for STEM Extension". Below this, it states "Below is an overview of the fees due." Under the heading "Your Fees", the "Amount Due" is listed as "\$180.00". At the bottom of the main content area, there are three buttons: "Previous", "Save & Exit", and "Next". A red arrow points to the "Next" button, with a callout box containing the text "Click 'Next' here." On the right side of the page, there is a "YOU ARE HERE" breadcrumb trail with "Enroll and Pay" and "OIS Maintenance of Status for OPT". Below that is a vertical menu with "Your Details", "Your Curriculum", "Payment" (highlighted in red), and "Review". At the bottom of the page, there is a footer with links for "Home Page", "Contact Us", "Privacy Policy", and "© Fordham University".


Step 6: To pay the fee, please put your credit card or debit card information in the listed field.

Once you are finished, click "Continue."

Bill+Payment Client

Description:	Course Fee
Payment amount:	\$180.00
Payment method:	Credit or Debit Card

Credit or Debit Card - We accept the following credit and debit cards.



Account Information
**Indicates required fields*
**Card account number:*

Enter credit card or debit card number here.


Step 7: You will be asked to put your personal information and your billing information.

Once you are finished, click "Continue."

Bill+Payment Client

Description: Course Fee
Payment amount: \$180.00
Payment method: Credit or Debit Card

Credit or Debit Card - We accept the following credit and debit cards.



Account Information
*Indicates required fields

- *Card account number: xxxxxxxxxxxx
- *Name on card:
- *Card expiration date:
- *Security code: (What is this?)

Cardholder Billing information

My billing address is international

- *Billing address:
- Billing address line two:
- *City:
- *State/Province:
- *Postal code:
- *Country: UNITED STATES
- *Email: (Receipt will be sent to this address)

Put in your card information.

Put in the billing information that matches the card you provided above.

Enter your Fordham email to receive the receipt for your payment.

Continue **Cancel**

Step 8: After paying the fee, you will see a confirmation of the amount paid on the screen.

Once you are finished, click “Next.”



The screenshot shows the Fordham University website's payment confirmation page. At the top left is the university's logo and name: "FORDHAM UNIVERSITY THE JESUIT UNIVERSITY OF NEW YORK". On the right, there is a navigation menu with the heading "YOU ARE HERE" and a list of steps: "Enroll and Pay", "OIS Maintenance of Status for OPT", "Your Details", "Your Curriculum", "Payment" (highlighted in red), and "Review". A small "Expand panel to" button is visible above the menu.

The main content area is titled "Payment" and displays the following information:

OIS Maintenance of Status for STEM Extension
Your payment processed successfully.

Your Fees

Fee	\$180.00
Amount Paid	\$180.00
Amount Due	\$180.00

At the bottom right of the main content area, there is a "Next" button.

Step 9: The STEM Extension Fee Confirmation page shows that your payment has been successful.

Please review the details of the screen carefully.

Enrollment Complete

OIS Maintenance of Status for STEM Extension
Your registration has been submitted. If you have any questions regarding your registration, please contact the [Office of International Services](#)

YOU ARE HERE
Enroll and Pay
GBA Maintenance of Status Fee for OPT Spring 2020 Grads

Enrollment Details

Ref No.	00000403
Status	Registered
Completed	02/10/2020 10:07 AM

Personal Details

Name	
------	--

Program Details

Program	OIS-OPTG-202020
Description	OIS Maintenance of Status for OPT

Please **print and keep a copy of your STEM Extension Fee Confirmation page available for reference**, and bring it with you when you come to OIS for an appointment to prepare your application.

Once you have printed out this page, you may click "Exit."

Ref No.	00000403
Status	Registered
Completed	02/10/2020 10:07 AM

Personal Details

Name	
------	--

Program Details

Program	OIS-OPTG-202020
Description	OIS Maintenance of Status for OPT

Your Curriculum

-

Payment

Amount	\$180.00
Status	Successful



Print here.

Print Exit

Step 10: Exiting the OPT Fee Confirmation page brings you to the Homepage of the Maintenance of Status Fee Portal.


Click “Sign Out.”

If you need to reference your information, you may sign in again at any time.

The screenshot shows the Fordham University Maintenance of Status Fee Portal homepage. At the top left is the Fordham University logo and the text "FORDHAM UNIVERSITY THE JESUIT UNIVERSITY OF NEW YORK". Below this is a navigation sidebar with buttons for "PROGRAMS", "FINANCE", "RESULTS", "MESSAGES", and "CALENDAR". The main content area is divided into "Updates" and "Services" sections. A "Sign out here." callout box with a red arrow points to a "Sign out" button in the top right corner, which also displays a notification badge for "1 new". A bottom navigation bar includes links for "Enroll and Pay", "OIS Maintenance of Status for", "STEM Extension", "Registered", and a "1 Update" button.

After your payment of the STEM Extension Maintenance of Status Fee:
You will receive an email from Student Accounts showing your payment details in your Fordham email.

Please save this email for your records.

Thank you for your payment  Inbox x

studentaccts@fordham.edu

to me ▾

This is an automated message to confirm that your payment has been submitted.

Transaction Type -- [Course Fee]

Payer -- []

Amount -- \$180.00

Payment Method -- [xxxxxxxxxxxx]

Confirmation Number -- [20200210000000]

Sincerely,

Fordham University
Office of Student Financial Services

 Reply

 Forward



After your payment of the STEM Extension Maintenance of Status Fee: The second email that you will receive in your Fordham email will be from OIS, with the subject line “***Thank You for Paying Your STEM Extension Maintenance of Status Fee & Next Steps.***”

This email is extremely important. Please save this email for your records, and follow the steps listed in the email to prepare for your STEM Extension application.

If you do not receive this email after paying the Maintenance of Status fee, please email OIS at ois@fordham.edu.

Thank you for paying the [OIS STEM Extension Maintenance of Status Fee](#) for your **two year (24-month) STEM OPT Extension**.

Now that you have completed paying for your STEM Extension Maintenance of Status Fee, there are still a few steps that require your immediate attention and action.

To prepare for the processing and filing of your STEM Extension application, follow the steps below:

- Please **print and keep a copy of your STEM Extension Maintenance of Status Fee Confirmation page** available for reference, and bring it with you when you come to [OIS](#) for an appointment to prepare your application.
- Download and read the [OIS STEM Extension Application Guidelines](#) thoroughly.
- After preparing your documents for the application as listed in the guidelines above, [make an appointment to meet with an OIS advisor](#) who will review all your documents and give you further instructions on where to mail your application.

If you have any additional questions, you may email us at ois@fordham.edu.

Kind regards,
Office for International Services ([OIS](#))

