NEW Online process for Student Payments

Reimbursement and Payment requests are now submitted via an ONLINE FORM, replacing the EXP2000S paper form.

How to request reimbursement / Where is the online form?

1. Contact your school administrator (admin) to initiate the reimbursement request
2. The school admin will generate an email to you with a one-time use link to the online form
3. Complete and submit the online form*
4. Once submitted, you will receive a confirmation email with your Payment Request ID

* Remember to attach valid receipts and/or documentation (itemized, clear photo or scan) to avoid payment delays.
Payment will be issued via Cash, Check, or Direct Deposit

- **Non-cash** payment(s) will be paid to your Bursar Electronic Suite (eSuite) Direct Deposit account. You will be notified via automated email once your payment request has been approved and issued. [Updating direct deposit information](#)

- If you are not enrolled in direct deposit, you will be paid via check. The check will mail to the “Mailing Address” listed in NYU Albert/SIS. If you have not created a Mailing Address the check will default to the Permanent Address.
  
  o **How to Update Your Address**
    - Directly via your Albert Student Center, or
    - Complete the [Change of Student Information Form](#) and submit in person at StudentLink or email the form to registrar@nyu.edu
    - For more info, please see [NYU's Change of Information page](#)
You have the option of picking up a cash reimbursement if the total amount of your request is **$300 or less**. You must click/select the cash option button when completing the form (shown below).

**Click if you want to be paid by cash (if the total amount is no more than $300)**

You will be notified via automated email once your payment is approved and ready for pickup. You can pick up cash at any of the locations listed below **(please make sure to bring your PHOTO ID):**

- Manhattan StudentLink Center: 383 Lafayette Street
- Brooklyn StudentLink Center: 5 MetroTech Center, Suite 201
- Office of the Bursar - David B. Kriser Dental Center: 345 East 24th Street Room, C118

**International Students - Glacier profile required (Awards & Prizes only)**

Please be sure your GLACIER* Tax Prep (GTP) profile is set up to avoid payment delays. You are no longer required to provide Form W-9.

*All international students and scholars are required to report to the US Internal Revenue Service (IRS) each year — even if they did not work during the prior year. You will not necessarily need to pay taxes; but reporting your presence in the US is a legal requirement.*

[Link to information on Tax and GLACIER Tax Prep](#)

**Questions about your payment**

Contact your school requester or FinanceLink at AskFinanceLink@nyu.edu or 212-998-1111 for **ALL** questions related to your request.

**Your school requester will be able to help answer questions that include:**

- Where is my payment
- Was my payment issued
- When was my payment issued
- Why did I receive partial payment
- Missing or lost check *(how to request a stop-payment)*
- Missing direct deposit *(make sure your bank account information is current in eSuite)*

Accounts Payable (AP) will contact you directly if your request has been declined, and/or if there is an issue with your receipt or other documentation.

Last Updated November, 2019