

# EASTERN MICHIGAN UNIVERSITY



## INTERNATIONAL STUDENT GATEWAY



### Billing and Payments



#### How To View Your Student Bill

Log into the Ebill website with your student “E” number and PIN. Then, follow the steps below.

- 1) Click on the “Ebills” tab
- 2) Select the date next to “View Statement” you wish to view
- 3) Click “Go”

<https://ebill.emich.edu>

#### How To Pay Your Student Account

**Wire Transfer:** Tell your bank or employer that you would like the money wired to EMU. You will need the following information:

- EMU Bank: Chase JPMorgan Chase Bank, N.A.
- Acct. No.: 816713333 EMU Business Operations
- ABA Routing: 021000021 611 Woodward Avenue
- ACH Routing: 072000326 Detroit, MI 48226 - USA
- Swift BIC: CHASUS33
- Your Name
- Your Student Number
- Your Entity Name & Number

**Mail Payments:** Please make checks payable to “EMU” and make sure all checks have a US bank depicted on the check. Mail payments to:

Student Business Services  
201 Pierce Hall  
Ypsilanti, MI 48197 - USA

### Transcripts

Visit [www.GetMyTranscript.com](http://www.GetMyTranscript.com), select “Eastern Michigan University” from the drop-down menu, and click “Submit.” Next, register with the site and have your transcript sent anywhere! Remember, transcripts are \$5.00 per copy.

### Health Insurance

Fall and Winter Insurance Fee: \$315 per semester  
Spring and Summer Insurance Fee: \$315 combined  
Annual Policy: \$943

To waive the insurance, bring proof of current coverage to the Snow Health Center by the semester-specific deadlines below.

#### Health Insurance Waiver Deadlines:

Fall: September 17, 2010  
Winter: January 14, 2011  
Spring: May 5, 2011  
Summer: June 30, 2011

Questions?  
Call Health Services at:  
(734) 487-3048

The health insurance policy includes one well visit per year.

### Eagle OneCard

#### Your Student ID Card: The Eagle OneCard

All students must have an Eagle OneCard.

This is a university ID card which allows students to receive their refunds and use the facilities on campus.



**On-Campus Students:** To get your Eagle OneCard...

- 1) Visit the Eagle Card Office at 120 Student Center
- 2) Get your picture taken and order your card
- 3) After receiving your card, activate online at [www.EMUEagleOne.com](http://www.EMUEagleOne.com)
- 4) Select your refund preference when activating card

**Distance Education Students:** To get your OneCard...

- 1) Register for class(es)
- 2) Contact the Eagle Card Office at 734.487.3176
- 3) Identify yourself as a “Distance Learner”
- 4) Verify your address and order your card
- 5) After receiving your card, activate online at [www.EMUEagleOne.com](http://www.EMUEagleOne.com)
- 6) Select your refund preference when activating card

### Refunds

Any student who receives large wire or check overpayments to his/her student account will only be refunded an amount up to the Cost of Attendance. For details, visit [www.emich.edu/sbs](http://www.emich.edu/sbs) and click “Refunds.”

### Registration and Grades

#### How To Register For Courses

Log into your My.Emich website and follow the steps below.

- 1) Click on the “Student” tab
- 2) Scroll down to the “Services Main Menu”
- 3) Click on “Student Services & Financial Aid”
- 4) Click “Registration”
- 5) Select a term from the drop-down menu and click “Submit”
- 6) Enter the CRN (Course Reference Number) if known and click “Submit Changes.” You will then be enrolled in that specific course. To search for available classes to add if the CRN is not known, click “Class Search” to find the courses you would like to enroll in.

[www.my.emich.edu](http://www.my.emich.edu)

#### How To View Your Final Grades

Log into your My.Emich account and follow the steps below.

- 1) Click on the “Student” tab
- 2) Scroll down to the “Services Main Menu”
- 3) Click on “Student Services & Financial Aid”
- 4) Click on “Student Records”
- 5) Click on “Final Grades” and select a term
- 6) Click “Submit”

[www.my.emich.edu](http://www.my.emich.edu)

