



NIU Bursar Checklist

Be financially prepared for your fall 2026 semester by completing this checklist:

☑ Review your student account on MyNIU.

- First fall 2026 bill will be available **Sept. 9**.
- Plan with our NIU Planning and Cost Estimator. See www.niu.edu/bursar/tuition/estimator.shtml
- See Directory of Statement Charges for department charges www.niu.edu/bursar/account/statements/directory.shtml
- Contact iss@niu.edu for Nonimmigrant Student Charge

☑ Know when tuition and fees are due.

- Payments are due the **28th of each month** in which a billing statement has been produced. To view statement and due dates, see go.niu.edu/bill.
 - First payment will be due **Sept. 28**.
- For information regarding our withdrawal policy due to physical or financial hardship, please visit niu.edu/withdrawals.

☑ Paying for School.

- Accepted payments: International students can make payments securely from their home country by visiting MyNIU.
- International payments may take several business days to process. **Submit payments early** to ensure payment is received by due date.
 - International Credit Card - Convenience Fee 4.25%
 - Cash/Money Order/Cashier Check Payments: Types of payments subject to Federal IRS (Internal Revenue Service) Form 8300 reporting.
- Late Payments: A late payment fee of 1.08% will be assessed on outstanding balances.
- Our **Huskie Installment Plan (HIP)** is a payment option creating installments you can pay **over three months**. First fall 2026 bill will be available **Sept. 9**. First payment will be due **Sept. 28**. Visit go.niu.edu/hip for more information.

☑ Set up Shared Access for a parent or guardian.

- To provide MyNIU access for your parent(s), guardian or a third party to view your charges and payments online, statements, financial aid, 1098-T tax information, etc., as well as receive billing notifications via email, visit go.niu.edu/shared-access.
- You can share your information with up to two delegates.
- Delegates can view your account statements and other shared information; visit go.niu.edu/bursarchecklist for our how-to guide.

☑ Waive your health insurance by Sept. 30 (if applicable).

- Visit go.niu.edu/shi for requirements and instructions for international students on opting out of our student health insurance for the year.

☑ Third Party/Sponsor Billing

- Students whose tuition and fees are paid by a sponsoring agency must present a document from their sponsor authorizing the university to bill for tuition and fees using third party billing.
- Common Third-Party Sponsors: Saudi Arabian Cultural Mission (SACM); Embassy of Kuwait; Institute of International Education (IIE).
- Review third-party (sponsor) scholarship or sponsorship information and complete all required steps.

- Submit any required documents from external sponsors, organizations, or scholarship providers to thirdpartybilling@niu.edu.

☑ Review scholarship information and eligibility requirements (if applicable).

- Review available international scholarship opportunities, eligibility requirements and deadlines:
 - Undergrad Students: www.niu.edu/international-admissions/paying-for-college/scholarships.shtml
 - Graduate Students: www.niu.edu/grad/funding/index.shtml
- Check your student campus Z-ID email often as well as your MyNIU To-Do list for important communications and required actions.
 - Student email: go.niu.edu/outlook
 - MyNIU: <https://myniu.niu.edu>

☑ Sign up for direct deposit.

- If you're expecting a refund from a credit balance, you'll receive your refund faster via direct deposit instead of waiting for a printed check to be mailed to your local or permanent address. Visit go.niu.edu/direct.
- Direct deposit offers a timely, reliable and safe way to deliver your refund to your checking or savings account.

☑ Do you have your OneCard ID?

- Your OneCard is your key to accessing all functions on campus such as residence halls, dining services, textbooks and printing. Your OneCard is now mobile through the eAccounts app directly on your phone or smartwatch. Visit go.niu.edu/mobile-onecard-faq. Email onecard@niu.edu or stop by Founders Library, Room 104 for any assistance.

☑ Deposit Huskie Bucks to your OneCard.

- Huskie Bucks allows you the ease of paying for various services around campus including **printing and purchasing food** at designated locations on and off our DeKalb NIU Campus. Huskie Bucks can be used through the **GrubHub app** to purchase food at on- and off-campus locations. Learn more about Huskie Bucks at go.niu.edu/hb-deposit.
- If you're living in a residence hall for fall 2026, you have the option to deposit \$150 in Huskie Bucks on your OneCard by charging it to your Bursar Student Account. Learn more about Residential Huskie Bucks at go.niu.edu/hb.

Schedule an appointment with an account counselor if you need financial assistance.
See go.niu.edu/meetwithbursar.

For more details and how-to guides on checklist items, visit niu.edu/bursar.

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