

Alternative options for making payments for tuition, e-loans, or residence and meal plans. **Please select/identify the correct payee type when making payments to ensure your payment is posted correctly.**

A. ONLINE BILL PAYMENT

1. Sign in to BearTracks
2. Select “Financials” → “Make a payment”
3. Make sure pop-ups are enabled in your browser
4. Select your bank from dropdown menu
5. Log in to bank website in pop-up tab

or

1. Access your bank website
2. Log in to your bank account

In some cases, you will have to **add the University of Alberta as a “Payee”** to be able to make the payment online. If so, click on “Add Payee”, then search for “University of Alberta - **Residence**”). Your account number is your **seven digit student ID number, then the first four letters of your last name.** (e.g. Jane Smith = 1234567SMIT). For names less than four letters, fill remaining letters from first name (e.g. Joseph Xu = 1234567XUJO)

1. Once the payee has been added, click on “Make Bill Payment” or “Pay Bills”
2. Select “University of Alberta - Residence” from the Payee list
3. Enter the amount to be paid and date of payment

The payment will take at least 3 business days to reflect on Bear Tracks.

B. CHEQUE DROP-OFF

Cheques may be dropped off in the dropbox on the 3rd floor Administration Building.

Mailing address: University of Alberta, 3rd Floor Administration Building, Edmonton, Alberta, T6G 2M7

Cheque is payable to: University of Alberta. Provide Student Name, ID and identify as a residence payment.

C. CREDIT CARD

Students may opt to pay by credit card using [PayMyTuition](#). Service fees may apply.

D. INTERNATIONAL TUITION PAYMENTS

Payments from outside Canada can be made through [PayMyTuition](#) or by using [Convera](#) and selecting Residence/Meal Plan.

E. AT YOUR FINANCIAL BANKING INSTITUTION

Use the payment form (on reverse) to pay at your bank within Canada

University of Alberta
Financial Services 3rd Floor
Administration Building
Edmonton, AB T6G 2M7
Canada
780-492-2400



**UNIVERSITY
OF ALBERTA**

**ONLINE BILL PAYMENT
INFORMATION**

**THIS FORM CAN BE USED
AT YOUR BANK**

Payable at participating banks in Canada. Payments will be applied to any fees owing from prior sessions first. Your account must be paid to avoid late charges.

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LAST NAME

FIRST NAME

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STUDENT ID

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AMOUNT PAID

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DATE PAID

ONLINE PAYMENT INFORMATION

PAYEE Name: UNIVERSITY OF ALBERTA - select RESIDENCE
Do not select Tuition or ELOAN for residence payments and vice versa

PAYEE Account Number: 7-digit ID number and first four letters of the last name. If there are less than four letters in the last name, include letters from the first name to total 4 alpha characters.
Example: 1234567LOJA

ID Number: 7 numbers

Last Name: 4 letters

First Name: Only use if the last name is less than 4 letters

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ID

NAME