

# How to Make a Payment

## **Langston Campus Payments**

At the Cashier Window we accept Cash, Cashier's Checks, Money Orders and Personal Checks. The Cashier Window is unable to accept credit/debit card payments. However, for your convenience, a kiosk is available in the Student and Employee Services office to pay by debit/credit card. ATM services are located on the first floor of Page Hall next to the vending machines. Check cashing services are not available for students. The Cashiering Window is open from 8:30 a.m. to 4:00 p.m.

## **Urban Campus Payments**

Payments may be made at the Oklahoma City and Tulsa campuses via Cashier's Check, Money Order or Personal Check. Cash payments may not be made at the urban campuses.

## **Payment by Mail**

Please mail all payments to Student and Employee Services P.O. Box 1205, Langston, OK 73050. Please make all checks payable to Langston University and ensure you include the student's name and ID# in the memo line.

## **HOW TO MAKE AN ONLINE PAYMENT**

- Go to [my.langston.edu](http://my.langston.edu)
- Enter your **lion key login** address and **password** click login
- On your my.langston home page under Applications select [MyOnlineBilling](#)
- Select [make a payment](#)
- Continue to input amount or select current balance
- Select date
- Insert memo
- Continue
- Select payment method by drop down menu and click select

### **For Credit/Debit Card**

- Continue to paypath
- Information on convenience fee the 3% fee (\$3.00 minimum)
- Continue 2X (twice)
- Input card information
- Continue
- Verify payment
- Receive confirmation

### **Web Check**

- Name on account
- Input routing number
- Input account number
- Continue
- Verify payment
- Receive confirmation

### **Payment Plan**

- Go to [my.langston.edu](http://my.langston.edu)
- Enter your **lion key login** address and **password** click login
- On your my.langston home page under Applications select [MyOnlineBilling](#)
- Select payment plan at the tab labeled Payment Plan

**Wire Transfer Payments for  
International Students**

Name of Institution: LANGSTON  
UNIVERSITY

Address of Institution (Street Number,  
City, State, Zip): 701 SAMMY DAVIS JR  
DRIVE, LANGSTON, OK 73050

Tax ID # 91-1896819

Facility Code(s):11901136

Swift Code: CHASUS33

Address of Financial Institution: 270 Park  
Avenue, New York, NY 10017

Nine Digit Routing Number: 103000648

Account Number: 623809233

Type of Account (Checking or Savings) :  
CHECKING

\* Please include the students'  
name and ID# when processing  
the wire payment.

***\*If paying by personal check or online  
EFT (web check) please know that if the  
payment is returned for any reason,  
there will be a \$50.00 returned check  
fee added to your Bursar account, and  
you lose the ability to pay via check. A  
financial hold will also be placed on  
your Bursar account which can prevent  
you from enrolling in future semesters,  
changing your current schedule, or  
receiving your diploma. If a payment  
was made to enroll, your enrollment  
will be revoked. The hold can only be  
released once you rectify the returned  
check and fee.***

- Select and set up plan

**FOR PARENTS AND PAST STUDENTS**

- Go to  
[https://apps.okstate.edu/guest\\_payments/lu/](https://apps.okstate.edu/guest_payments/lu/)

- Enter student ID# and Birthdate

**Select Payment Method**

**Pay by credit card**

- Next screen will tell you about the 3% fee (3.00 minimum)
- Amount due to Langston University will read \$0 Due to FERPA Laws
- Enter payment amount
- Continue
- To complete payment, follow the following 3 steps
- Enter credit card information
- Submit
- Receive confirmation

**Pay via Web Check**

- Name on account
- Input routing number
- Input account number
- Continue
- Verify payment
- Receive confirmation