



WAMUNC Payment Instructions



Using The Payment Portal:

Personal Information

First Name* Middle Last/Family Name* **GWID**

U.S. Address International Address

Street Address*

City* State* Postal Code*

Country*
United States

E-mail* Phone* (xxx-xxx-xxxx)

Please fill out all info in this section except GWID

Purpose of Payment

I would like to designate my payment to*:

Student Organization:

Division for Student Affairs:

Alternative Breaks

Student Support and Family Engagement

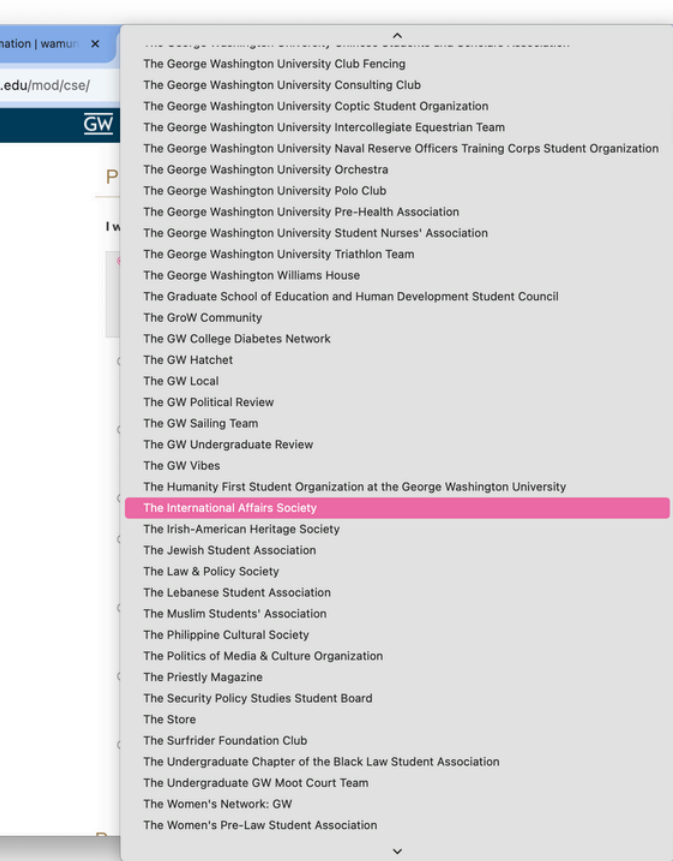
Center for Career Services

Cherry Tree

Student Health Center

Facility Rental

Select "Student Organization" - ignore the other options



Using the dropdown, select **“THE International Affairs Society”**
*If another org is selected, your payment will not be accepted.

Payment Information

Payment Purchase*:

Other ▾

Specify*: WAMUNC Registration

Payment Amount*:

- \$10 \$15 \$25
 \$30 \$50 \$75
 \$100 Other Amount: \$

Please match the “Payment Purchase” and “Specify” as pictured. Select “Other Amount” and enter full amount from your invoice!

Comments / Instructions

Comments or other instructions:

GW High School Delegation, Invoice [#]

Please indicate your delegation and invoice number in the comments section

Once your payment has been submitted please screenshot and send the receipt to wamuncfinance@email.gwu.edu to receive your committee assignments and positions.

Paying By Check:

Please make out your check to “The George Washington University” with the full amount you have been billed via your invoice with: The International Affairs Society at GWU and Your Delegation Name in the memo line.

Sample:

A sample check form with a repeating geometric pattern background. The form includes a globe icon in the top left, the number 5679 in the top right, and a 'DATE' field. The 'PAY TO THE ORDER OF' field contains 'The George Washington University' in red. To the right is a dollar sign and a box with 'XX.XX' in red. Below this is the text 'Full Amt From Invoice' in red. The 'MEMO' field contains 'The International Affairs Society at GWU & Your Delegation Name' in red. At the bottom right, there are MICR numbers: '325760408', '0031921', '0583', and '42'. The word 'DOLLARS' is printed at the end of the amount line.

Please send to:

The International Affairs Society
P.O. Box 280
2020 Pennsylvania Ave NW
Washington DC, 20052

Please email your check number and confirm your invoice number to our Director of Finance in order for us to track your payment and receive committee assignment's and positions