

# INTERNATIONAL HOUSE

## ACADEMIC YEAR 2017-2018

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### PAYMENT INSTRUCTIONS

- 1) Resident room and board for the 2017 - 2018 Academic Year Contract must be paid in three installments each semester.
- 2) Please note that International House currently CANNOT accept payment transferred via email address or mobile phone number.
- 3) Please refer to the Payment Schedule below for the payment deadline. It is important that all payments be made on time to avoid incurring late fees. While we do have a three (3) calendar day grace period policy, please make sure payments are made on time. The Payment Schedule is intended to assist residents in timely payment of rent. You will not receive an invoice.

- The preferred method of payment is via bank/wire transfer where the fund is deposited directly to our bank account. Please make sure your name and room number are on the wire/bank transfer.
- Upon completion of the bank/wire transfer or the local bank's teller transfer, please send an email to [QCS@berkeley.edu](mailto:QCS@berkeley.edu) and **attach the bank's receipt**. Again, please include your name and room number on the bank/wire transfer message line. Please be aware that payment of any wire or bank charges is the resident's responsibility.
- See below for International House bank account details.

Beneficiary: International House at UC Berkeley  
Bank of America, University Branch  
Bank Address: 2347 Telegraph Ave., Berkeley, CA 94704, USA  
Checking Account: [08703-13991](tel:08703-13991)  
Routing ABA: 026009593  
Swift# BOFAUS3N

*(If your bank requires the IBAN number, please note that Bank of America does not have an IBAN number.)*

- 4) In addition to the preferred method mentioned above, we also accept check or credit card payments.
  - An online credit card payment option is available through the StarRez Portal.
    - a. Log in to your [online application \(https://ihouse.berkeley.edu/StarRezPortal\)](https://ihouse.berkeley.edu/StarRezPortal) using the e-mail address you submitted with your application, if you have not yet updated your profile to your new [.berkeley.edu](mailto:berkeley.edu) address.
    - b. Click on the Accounts tab once you have logged in.
    - c. You will be able to view and pay your installment using your credit card; **please enter the amount indicated in the Payment Schedule** and apply it to R&B Academic Year from the dropdown menu.
    - d. Please make sure you click "Back To The Starrez Portal" in order to complete the payment process
  - Payments by US\$ Check may also be made via the Cashier's mail slot under the Cashier window at any time. Please make sure your name, room number and reason for payment are written on the check. A receipt will be placed in your mailbox the following business day. Regular Cashier's window hours are 10AM to 11AM; 2PM to 3PM Monday through Friday.