How to Accept Your Admission Offer

A Step-by-Step Guide

Before you begin, please check your browser compatibility and disable any pop-up blockers.

Step 1: Log in to your Student Center
1. Log in to the SF State Gateway with your SF State ID and password
2. Select the Academics link in the STUDENT section
3. Click the Student Center button

Step 2: Accept or Decline Your Offer
1. Once in the Student Center, go to the Admissions section
2. Click the Accept or Decline link
3. Then select either Accept Admission or Decline Admission
Step 3: Make the Enrollment Confirmation Deposit Payment*
1. Click Make a Payment
2. This will open a new window, so be sure to allow pop-ups!

*If you were granted an automatic waiver of the deposit, you don’t need to pay and will be directed to Step 4.

By clicking on the “Make a Payment” button below, you agree to the terms and conditions of the Enrollment Confirmation Deposit. This includes acknowledgement that the deposit is non-refundable

Note: Once you have paid, return here to accept your admission offer

3. Click Make Payment at the top of the Student Account portal

4. Click Enrollment Confirmation Deposits by Program
5. Choose Undergraduate Enrollment Deposit
6. Select your admission term
7. Then View Details

<table>
<thead>
<tr>
<th>Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPRING TERM - UNDERGRADUATE Enrollment Confirmation Deposit (NON-REFUNDABLE)</td>
<td>$100.00</td>
</tr>
<tr>
<td>FALL TERM - UNDERGRADUATE Enrollment Confirmation Deposit (NON-REFUNDABLE)</td>
<td>$100.00</td>
</tr>
</tbody>
</table>
8. Add to **Shopping Cart**
9. Complete the checkout and payment process

Amount: $100.00

To pay for this item, click the button below.

![Add to Shopping Cart button](image)

Please enter your credit card information and click on the 'Continue Checkout' button.

- **Credit Card Number**: [ ]
- **Expiration Month**: [Select Month ▼]
- **Expiration Year**: [Select Year ▼]
- **Cardholder Name**: [ ]
- **Address**: [ ]
- **City**: [ ]
- **State/Province/Region**: [ ]

![Credit Card Icons](image)

We accept:
- American Express
- Discover
- MasterCard
- Visa
- JCB

Enter the address where you receive the bill for this card.

Step 4: **Confirm Acceptance**

1. Return to/Continue in the Student Center after making a payment or receiving an automatic waiver
2. Click **Confirm Accept**

![Confirm Accept button](image)

![Cancel button](image)

**Congratulations! You successfully completed the process to accept your admission offer!**