**Online Payment Instructions**

**MTSU in Japan 2018 Program**

**Payment deadlines:**

**First Payment: Thursday, December 7, 2017, $400.00**

**Second Payment: Wednesday, February 28, 2018, $1000.00**

**Third Payment: Friday, March 30, 2018, $1000.00**

Please use the following link and instructions to make a payment by debit or credit card for study abroad:

<https://secure.touchnet.com/C20134_ustores/web/store_main.jsp?STOREID=81&SINGLESTORE=true>

* Select "Study Abroad Payment"
* Enter the payment amount then “Add to Cart”
* Type in the “Traveler Name” (person going on the trip)
* Type in the “Student ID” number (M#)
* Type in the “Location or Reason” (Tokyo, Japan)
* Type in the “Index Code” which should have been provided by the instructor (590019-58362)
* Click “Continue”
* Review the amount then click "Checkout"
* Enter in your email address then “Continue”
* Enter in your credit card information
* Click “Continue” and it will then ask you for the MTSU ID number.
* Click “Review Order” then “Submit Order.”