

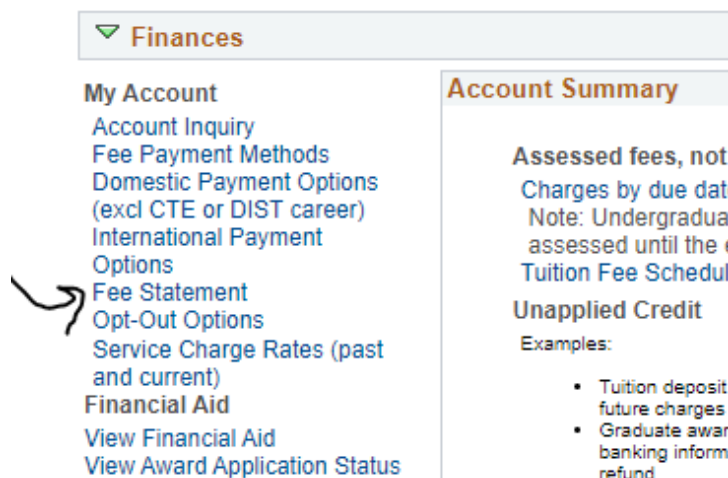
# HOW TO GET YOUR QUEENS TUITION RECEIPT

## STEP ONE:

LOGIN TO YOUR  
QUEENS STUDENT  
ACCOUNT

## CLICK ON:

1. FINANCES
2. FEE STATEMENT



**Finances**

**My Account**

- Account Inquiry
- Fee Payment Methods
- Domestic Payment Options (excl CTE or DIST career)
- International Payment Options
- Fee Statement
- Opt-Out Options
- Service Charge Rates (past and current)
- Financial Aid
- View Financial Aid
- View Award Application Status

**Account Summary**

**Assessed fees, not Charges by due date**  
Note: Undergraduate assessed until the e  
Tuition Fee Schedul

**Unapplied Credit**

Examples:

- Tuition deposit future charges
- Graduate award banking inform: refund

## STEP TWO:

ONCE YOU'RE IN FEE  
STATEMENT:

## SELECT:

1. ACADEMIC CAREER
2. THE TERM

## CLICK ON:

VIEW STATEMENT

## View Printable Online Fee Statement (PDF)

Choose the Academic Career and Term to Display

\*\*this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place\*\*

\*Academic Career

\*Term

[view statement](#)

## STEP THREE:

1. DOWNLOAD PDF AND UPLOAD IT ON THE STANDARD EXPENSE FORM RECEIPT UPLOAD