



Money Order

1. WHAT IS A MONEY ORDER?

A money order is a paper document, similar to a check, used for making payments. Money orders are prepaid, so they are only issued after a buyer pays for the money order with cash or another form of guaranteed funds.

2. HOW DO I PAY WITH A MONEY ORDER?

Money orders are accepted at the Bursar's Office in-person or by mail. Be sure the money order also includes your emplid ID number in the reference/memo section.

- **In-person:** The Bursar's Office is located in the New Building, RM: L.70. First, obtain a B-ticket from the Jay Express kiosk. A Bursar representative will then call the ticket number to process the transaction.
- **Mail to the following address:**
ATTN: Bursar's Office, RM: L.70NB
John Jay College
524 West 59th Street
New York, NY 10019

3. WHO IS THE MONEY ORDER MADE PAYABLE TO?

John Jay College

4. HOW IS A MONEY ORDER RECORDED?

Money orders are posted to the student record as a "Payment by Money Order."

5. I HAVE BURSAR HOLDS FOR MY PAST-DUE BALANCE. CAN I USE A MONEY ORDER TO REMOVE IT?

Yes. Bursar holds will be removed immediately for past-due balances that are paid in full with a money order.

Office of the Bursar
524 West 59th St, Rm. L70
New York, NY 10019
T: 212-237-8555
E: Bursar@jjay.cuny.edu