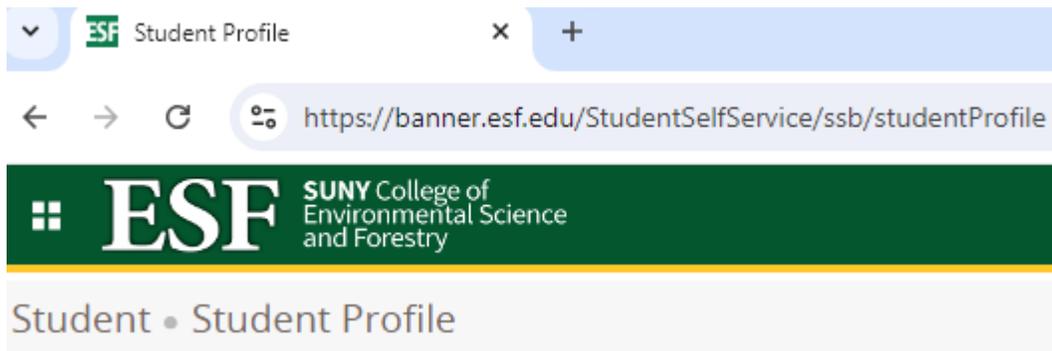


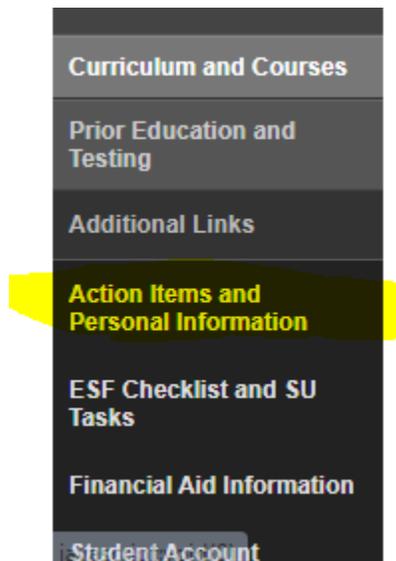
BankMobile Refunds for International Students

To expedite the deposit of any refunds that might be due to an international student, ESF utilizes BankMobile to provide options to students for how those refunds are received and processed. Communication will generally be done using ESF email, however BankMobile requires a USA address to setup an account. Therefore, we need international students to ensure that they have an appropriate address on the Student Portal.

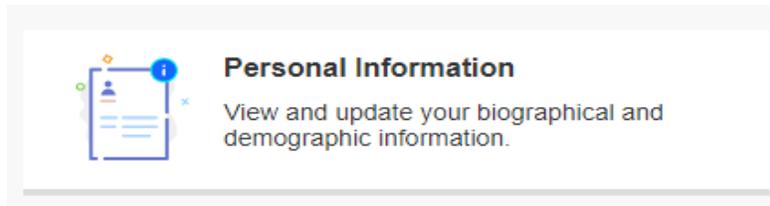
1. Login to the Student Portal at myesf.esf.edu, which will bring you to <https://banner.esf.edu/StudentSelfService/ssb/studentProfile>



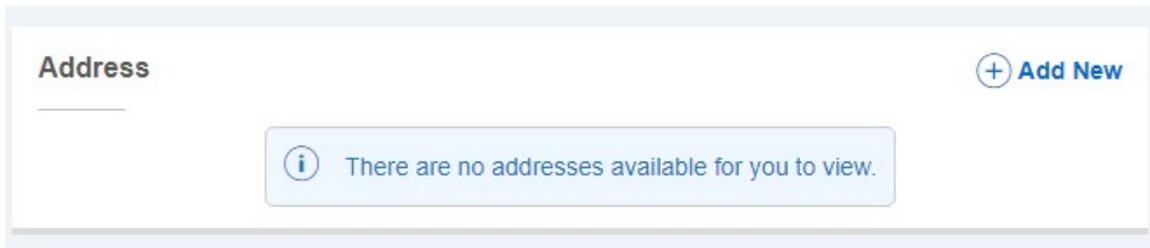
2. Select "Action Items and Personal Information" from the menu below the spot for your picture.



3. Select the Personal Information application



4. Scroll down to the area for Address – if necessary, click Add New to add an address



5. We prefer that you add a Billing Address (Address type of “BI”), however, if you have an address type of “MA” (Mailing Address) which also has a country code of United States, that would work too.

Add Address

Type of Address

6. Whether or not you select a BI - Billing address type or MA – Mailing Address type, be sure it is a valid US address and designate it by including the Country Code below.

Country

7. Finally, click the Add bar (or Update bar if you are changing an existing record) at the bottom of the Address window, to save your entries.
8. Thank you