
Payment Methods

Option 1: E-Check – Through the [online portal](#)*

****Recommended Method of Payment****

- This is the quickest method to make payments and does not incur any additional fees.

Option 2: Online Bill Pay Instructions*

You may use your personal online banking portal with any U.S. bank to pay your Sofia University bill.

- In your online banking portal, you may see a drop down menu from which Sofia University can be selected, or you may need to set up Sofia University as a Payee. In this case the Payee should be:

Sofia University
ATTN: Accounting Department
1069 E. Meadow Circle
Palo Alto, CA 94303

- Be sure to enter the student ID as the account number when making a payment via online banking to ensure fast and accurate recording of the payment to your student account.

Option 3: Credit Card – Through the [online portal](#)

- Non-refundable 3% fee for each credit card transaction will be added to the total transaction amount as of November 20th, 2023.

Option 4: Physical Check*

- Must include the following to avoid any delays in processing:
 - Student ID Number & Name
 - Academic Term

To be sent to the Palo Alto Campus:

Attn: Accounts Receivable
1069 E. Meadow Circle
Palo Alto, CA 94303

Option 5: ACH Information*

- Send confirmation of bank transaction including amount and reference information to Student.Accounts@sofia.edu

Routing Number: 121100782

Sofia Account Number: 078978392

Reference/Memo: Student ID Number and Name, Academic Term (if space allows)

Option 6: Wire Transfer*

- Send confirmation of bank transaction including amount and reference information to Student.Accounts@sofia.edu
- Student will be responsible for any applicable bank fees assessed by their bank for wire transactions.

Bank Name: Bank of the West/BMO

Branch Address: 2101 Eubank Blvd Ne, Albuquerque NM 87112

Wire routing #: 121100782

Swift/Bic Code: BWSTUS66

Financial Center No.: 273

Account Name: Sofia University, SPC

Account Number: 078978392

Reference (if present): Student ID Number and Name, Academic Term (if space allows)

***Disclaimer:** A \$50.00 non-refundable Bounced Payment Fee will be assessed if a payment is submitted with insufficient funds.