

How to find your payment receipts?

1) In Student Portal, Click on Financial

The screenshot shows the American University of Bahrain Student Portal (Ciasster). The sidebar on the left contains the following menu items: Dashboard, Online Registration, Financial (highlighted with a green circle and the number 1), Timetable, My Instructors, Academic Data, Attendance, Sessions, and Reporting. The main content area displays a 'Fall 2025 Registration' banner with instructions for activating the semester and registering for courses. Below the banner is a 'Timeline View' showing a calendar for the week of August 11-17, 2025. The 'Quick Actions' section at the bottom includes links to the User Guide, Message Center, Online Payment, Sessions, and Files.

2) Click on the Academic period and choose the period you paid for

3) Then click on Invoices Payment Receipts

The screenshot shows the American University of Bahrain Student Portal (Ciasster) with the Financial section selected. The 'SUMMARY' section displays the 'Academic Period' dropdown menu, which is open and shows 'FALL 2024' selected (highlighted with a green circle and the number 2). Below the summary is a 'Financial Transactions' bar chart. The 'Invoices and Payment Receipts' link is highlighted with a green circle and the number 3. The 'Online Payment' sidebar on the right shows the following summary:

Category	Amount
Agreed Amount	BDO 0.000
Total Payment	BDO 0.000
Total Balance	BDO 0.000
Period Outstanding	BDO 0.000

The bottom section, 'Installments per Arrangement', shows a table with columns: Arrangement, Academic Year, Payer, Agreed Date, Agreed Amount, Paid Amount, Balance, and Invoiced Amount. The first row shows an arrangement for '01/09/2024 - (Balance: BDO.000)' for 'Fall 2024 Tuition and Fees (5)'.

4) Click on the blue printer logo for the payment you want

The screenshot shows the 'Financial' section of the Classter system. On the left is a sidebar with navigation options. The main area displays a 'SUMMARY' for the 'Academic Period' of 'FALL 2024'. Below this is a 'Financial Transactions' table with columns for Date, Amount, Transaction Type, Receipt num., Payer, and Receipt Type. The table content is mostly obscured by a large grey box labeled 'Hidden'. To the right of the table is a summary panel titled 'Online Payment' which lists: Agreed Amount (BDO.000), Total Payment (BDO.000), Total Balance (BDO.000), and Period Outstanding (BDO.000). A blue printer icon is circled in green and labeled with a green '4'.

5) The receipt report will show up and you can click on export and choose the report format you want to download, then the download will start

The screenshot shows a 'Document' window displaying a receipt report for 'AMERICAN UNIVERSITY OF BAHRAIN'. The receipt includes the following fields: Receipt Number (Hidden), Receipt Date (Hidden), Student Name (Hidden), Student Number (Hidden), Term (FALL 2024), Payment Method (Student Portal), Amount Received (Hidden), Description (Otu PGI), and Issued By (Otu PGI). A green '5' is circled above the 'Export' button in the top right corner of the document window.