

TransferMate

INTERNATIONAL PAYMENT INSTRUCTIONS



SAVE TIME AND MONEY WHEN PAYING YOUR FEES INTERNATIONALLY

TransferMate is an easy-to-use payment method that offers a secure, fast and affordable way to make your international education payments from around the world.

**TRANSFERMATE
HELPS
INTERNATIONAL
FAMILIES REDUCE
PAYMENT DELAYS
AND FEES.**

“SO, WHAT’S IN IT FOR ME?”

- ✓ No international sender/receiver fees
- ✓ Preferential exchange rates
- ✓ 24-hour customer service
- ✓ Payments quickly post to your student account
- ✓ A safer and easier way to pay

“SOUNDS GREAT. SO, HOW DO I MAKE A PAYMENT?”

STEP
01



- Log in to your **Student Account**.
- Go to the **Make Payment** tab, and verify the Current Account Balance.
- Select **TransferMate** in the Method drop-down menu.
- Select the country you are paying from and click Review Rate.
- Select your preferred payment method (bank transfer or e-wallets).
- Enter payer details, confirm the payment information and initiate your payment.



STEP
02

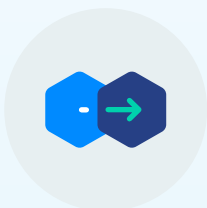


- If you are paying by **bank transfer**, you will be emailed the banking instructions. Make your payment to the instructed bank account.
- If you chose to pay through your preferred **e-wallet**, follow the instructions presented online.
- Only send the amount indicated on your student bill.
- Include your unique Transaction Reference number with the payment.

NOTE: Brazilian, Chinese, South African and Indian students will be required to send supporting documents, which can easily be uploaded.



STEP
03



- Once TransferMate receives your payment, it will be sent to your institution.
- Your payment will automatically post to your **Student Account**
- Confirmation of the posted payment will be emailed to you and the institute.

Alternatively, here is a link to all TransferMate's local contact supports around the world, including access to their LIVE CHAT - <https://transfermateeducation.com/en/contactus.aspx>

**If you have payment-related questions,
please reach out to TransferMate at:**

P: +1 312 924 3737 | E: edu@transfermate.com
Skype: [international.student.payments](https://www.transfermateeducation.com)
www.transfermateeducation.com

TransferMate is a globally regulated payment solution.
View our regulations on: www.transfermate.com

Payment Methods for International Students

Willamette University provides a streamlined payment option for international students through TransferMate. Pay your tuition and fees in your local currency from nearly any country.

Go to the “Make Payment” tab, choose TransferMate in the drop-down menu and follow the prompts.

TransferMate

Step by step guide below.

- 1) Go to Bill+Payment and log on as a student or authorized user
- 2) Your home screen should look similar to the image below

The screenshot shows the TransferMate student account dashboard. At the top, there is a navigation bar with links for My Account, My Profile, Make Payment, Payment Plans, and Help. The main content area is divided into several sections:

- Announcement:** Contains information about Live Statements, including a link to view a live statement and a button to make a payment. It also includes instructions on how to add an authorized user and details about payment methods for international students.
- Student Account:** Displays the current balance of \$175.00 and provides buttons for View Activity and Make Payment.
- Statements:** Includes a button to view the live statement.
- My Profile Setup:** Lists various settings such as Authorized Users, Personal Profile, Security Settings, Consents and Agreements, and Auto Bill Pay.
- Term Balances:** Shows the balance for the Summer 2019 term as \$175.00.

3) Select "Make Payment" and you will be taken to a screen like the image below

SECURE PAYMENT CENTER Logged in as: Tim Jeppsen | Logout

My Account My Profile Make Payment Payment Plans Deposits Refunds Help

Account Payment

Amount Method Confirmation Receipt

Payment Date: 5/17/22

Select Payment Option

Current Account Balance \$6,004.45 **Pay By Term** Select which semester terms to pay

Current Account Balance
Enter payment amount(s) for semester term(s).

Student Account | \$6,004.45

Additional Items
The items listed below can be added to your payment as purchases. If an item allows you to 'Pay Later', its charges will be added to your account.

4) Submit your payment amount and you should see a total on the bottom like the image below

ADDITIONAL ITEMS
The items listed below can be added to your payment as purchases. If an item allows you to 'Pay Later', its charges will be added to your account.

Math Placement test - Student Account	<input checked="" type="radio"/> Pay now <input type="radio"/> Pay later	\$50.00	- 0 +	\$0.00
<small>This is a test to determine what mth course you should enroll in to measure your math skills.</small>				

Personal Note
Enter a brief payment note

Current Account Balance (Student Account)	\$1,000.00
Additional Item Total	\$0.00
Payment Total	\$1,000.00

[Continue](#)

- 5) Click continue to select your payment method (TransferMate)

My Profile Make Payment Payment Plans Deposits Refunds Help

Account Payment

Amount Method Confirmation Receipt

Amount: \$1,000.00

Method:*

Back Cancel **Cont**

Electronic Check - Payments can be made from a personal checking or savings account.

Debit Card - We accept the following networks:

VISA MASTERCARD

ATM Debit Card - The following networks are supported. Debit cards issued by Bank of America, Chase, US Bank, and Wells Fargo cannot be processed as a card online.

DISCOVER NYCE pulse STAR

OneCard - We accept payments using OneCard

* Indicates required information

- 6) Select the Country the payment will be sent from

My Profile Make Payment Payment Plans Deposits Refunds Help

Account Payment

Amount Method Confirmation

Amount: \$1,000.00

Method:*

What country are you paying from?

Country

Review Rate >

Back Cancel

Electronic Check - Payments can be made from a personal checking or savings account

* Indicates required information

- 7) Depending on your country you may be offered multiple rates in your local currency from different payment methods(such as an e-wallet like Alipay). Select the one that you prefer.

My Profile Make Payment Payment Plans Deposits Refunds Help

Account Payment

Amount Method Confirmation

* Indicates required information

Amount: \$1,000.00

Method:* TransferMate INTL

Review Rate
 Original Amount: \$1,000.00 (USD)
 Total Converted Amount: €970.47 (EUR)

< Previous Enter Details >

Back Cancel

8) Specify who is making the payment then enter the student's information

SECURE PAYMENT CENTER Logged in as: Tim Jeppsen | Logout

My Account My Profile Make Payment Payment Plans Deposits Refunds Help

Account Payment

Amount Method Confirmation

* Indicates required information

Amount: \$1,000.00

Method:* TransferMate INTL

Student Details

Who Is Making the Payment
 Student

First Name
 Tim

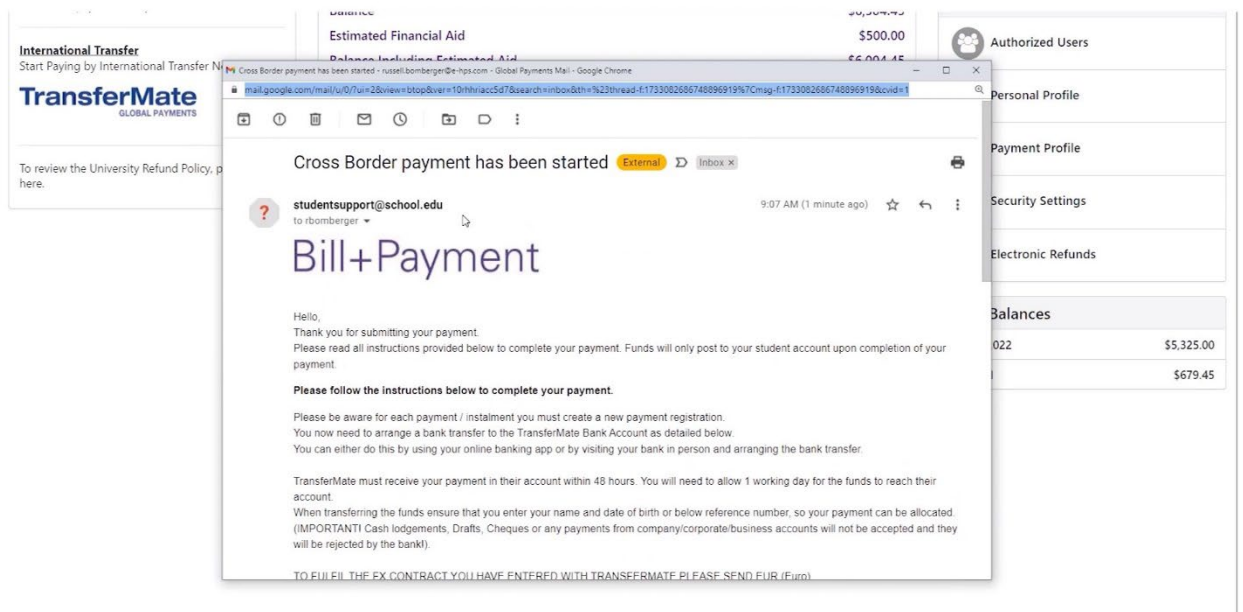
Last Name

Date Of Birth
 Year Month Day

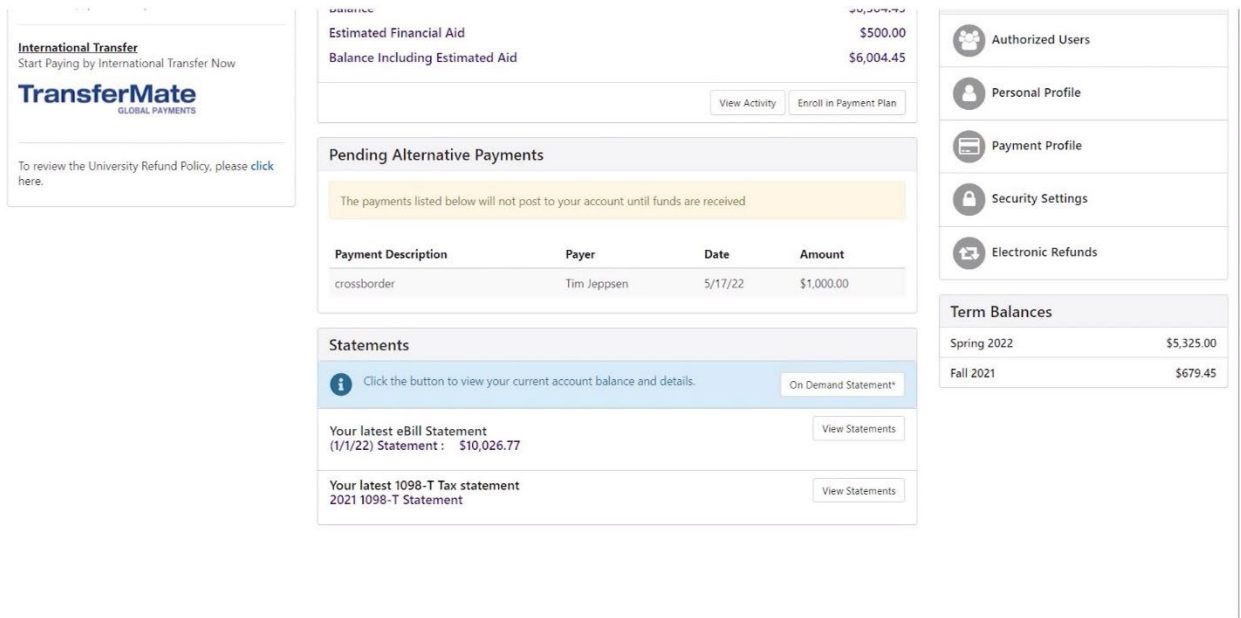
9) If the payer is not the student you will be asked on the next page to enter the payer's information.

- 10) After entering the student's and payer's information you will be taken to a page like below to confirm all the information you have entered in.

- 11) If everything looks correct select “submit payment”
- 12) You will receive an email from TransferMate in your selected countries local language explaining how to complete the wire transfer process with your bank or other selected payment method. The email will include contact information for a TransferMate Live Agent, so you can ask them any questions you have related to your TransferMate pending payment.



13) Your pending payment will display on the home screen of the Bill+Payment site like the image below.



- 14) After following these steps if you are still unsure what to do next reach out to a Live Agent via the email sent to you which is mentioned in step #13. Or click the link below to begin a live chat with a TransferMate Live Agent. <https://transfermateeducation.com/en/contactus.aspx>
- 15) After completing the wire transfer process with your bank it typically takes 48 hours for TransferMate to receive the funds. Once they receive the funds they will inform Willamette and your payment will be marked as completed on your student account. You will also receive an email confirming that your payment was successfully received by Willamette University.
- 16) Failure to complete the process within 48 hours of submitting your payment information will result in your payment being cancelled and your agreed to currency rate may no longer be available.