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 0 1		 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.
	\downarrow	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 - <u>https://transfermateeducation.com/en/contactus.aspx</u>

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 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.



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

👫 My Account • My Profile • Make Payment Paymer	nt Plans Help -				ø
Announcement	Student Account		ID: xxx	My Profile Setup	
Select the "View Live Statement"	Balance		\$175.00	Authorized Users	
Button for a current statement Live Statements are a feature designed to offer you a dynamic and up-to-the-minute view of your account.		View Activity	Make Payment	Personal Profile	
Unlike our traditional monthly static statements (which we will still provide at the beginning off each new month),	Statements				
Live Statements reflect the most current information, ensuring you always have an accurate overview of your financial transactions, payments, and balances.	Click the button to view your current account balance and details.		fiew Live Statement	Security Settings	
				Consents and Agreements	
Add an Authorized User Add an Authorized User to your account if you anticipate a parent will be making payments or asking questions about your student account. We cannot share information				Auto Bill Pay	
without your authorization.				Term Balances	
Payment Methods for International				Summer 2019	\$175.00
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.					

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

SECURE PAYMENT C	INTER				Logged in as: Tim Jeppsen Logou
My Account My Profile	Make Payment Payment Plans Deposits Re	funds Help			
	Account Payment				
	Amount	Method	Confirmation	Receipt	
	Payment Date: 5/17/22				
	Select Payment Option				
	Current Account Balance S6.004.45		O 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	I 0.00			
	Additional Items	i i i i i i i i i i i i i i i i i i i	1. 10. 1 d. 1 d. 1		

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

Math Placement test - Student Account	● Pay now O Pay later	\$50.00	-	0	+	\$0.00
This is a test to determine what mth o your math skills.	ousrse you should enroll in to measure					
Personal Note						
inter a brief payment note	h					
		Curre	nt Accor	unt Balan	ce (Student Account) \$1,000.00
				1	Additional Item Tota Payment Tota	il \$0.00 I \$1,000.00
						Continue

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

	Account Pa	yment		
	Amount	Method	Confirmation	Receipt
				Indicates required inform
	Amount:	\$1,000.00	7	
	Method:*	Select Method Select Method Credit Card Credit or Debit Card Saved Payment Methods	×	Back Cancel Cont
	Electronic Check - Paymer Debit Card - We accept th	My Bank Account Other Payment Methods Electronic Check (checking/savings) OneCard TransferMate INTL	s account.	
	ATM Debit Card - The foll card online.	owing networks are supported. Debit cards issued	😫 by Bank of America, Chase, US Bank, and Wells Fargo	cannot be processed as a
	MYGH pulse	STAR		
	OneCard - We accept payr	ments using OneCard		
6)	Select the Country the	payment will be sent fro	m	
-				
	My Profile Make Payment Payl	ment Plans Deposits Refunds Help	i	
	Account	ment Plans Deposits Refunds Help t Payment		
	Account	ment Plans Deposits Refunds Help		•
	Account	ment Plans Deposits Refunds Help t Payment S Amount	Method	Confirmation
	Account	ment Plans Deposits Refunds Help t Payment (\$ Amount	Method	Confirmation * Indicates required informa
	Amount:	Ment Plans Deposits Refunds Help t Payment S Amount \$1,000.00	Method	Confirmation * Indicates required informa
	Amount: Method:*	Ment Plans Deposits Refunds Help t Payment \$1,000.00 TransferMate INTL	Method	Confirmation * Indicates required informa
	Amount: Method:* What country a Country	Meent Plans Deposits Refunds Help t Payment \$1,000.00 \$1,000.00 TransferMate INTL re you paying from?	Method	Confirmation * Indicates required informa
	Amount: Method:* What country a Country France	Ment Plans Deposits Refunds Help t Payment \$1,000.00 \$1,000.00 TransferMate INTL	Method	Confirmation * Indicates required informa
	Amount: Method:* What country a Country France	st payment Plans Deposits Refunds Help Payment \$1,000.00 TransferMate INTL re you paying from?	Method	Confirmation * Indicates required informa
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	Amount: Method:* What country a Country France	st Payment Payment \$1,000.00 TransferMate INTL re you paying from?	Method ~ Review_Rate >	Confirmation * Indicates required information

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

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 Paym	ent Plans Deposits Refunds	Help	
Account	Payment		
	Amount	Method	Confirmation
Amount:	\$1,000.00		* Indicates required inform
Method:*	TransferMate INTL	~	
Review Rate Original Amount: \$1,000.00 (USD) Total Converted Am €970.47 (EUR)	ount:		
< Previous		Enter Details >	
			Back Cance

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

SECURE PAYMENT CE	NTER				Log	ged in as: Tim Jeppsen Logout 🖨
🗌 My Account My Profile M	Aake Payment Payment Pl	ans Deposits Refunds	Help			ø
	Account Pa	yment				
	Am	ount	Meth	od c	onfirmation	
	Amount:	\$1,000.00			* Indicates required information	
	Method:*	TransferMate INTL	*			
	Student Details Who Is Making the Payme	nt				
	Student		~			
	First Name					
	Tim	I				
	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.

🗌 My Account My Profile Make P	ayment Payment Plans Deposits Refunds Help		ø
A	ccount Payment		
	Amount Met	hod Confirmation	
P	Payment Information	Paid To	
P	ayment Date 5/17/22 Term Account Amount	TouchNet PeopleSoft University 9801 Renner Suite 150	
	Spring 2022 Student Account \$1,000.00	Lenexa, N3 00219	
т	otal Payment Amount \$1,000.00	Confirmation Email	
	Change Amount	rbomberger@touchnet.com	
s	elected Payment Method		
A	ICCOUNT: TRANSFERMATE Change Payment Method		
		Back Cancel Submit Payment	

- 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.

Estimated Financial Aid Balance Including Estimated Ai	id		\$500.00 \$6,004.45	Authorized Users	
		View Activity	Enroll in Payment Plan	Personal Profile	
Pending Alternative Payn	nents			Payment Profile	
The payments listed below will no	ot post to your account until fu	inds are received		Security Settings	
Payment Description	Payer	Date	Amount	Electronic Refunds	
crossborder	Tim Jeppsen	5/17/22	\$1,000.00		
				Term Balances	
Statements				Spring 2022	\$5,325.00
Click the button to view your	current account balance and o	details.	On Demand Statement*	Fall 2021	\$679.45
Your latest eBill Statement (1/1/22) Statement : \$10,026.	77		View Statements		
Your latest 1098-T Tax statement View Statements View Statements					
	Estimated Financial Aid Balance Including Estimated Aid Pending Alternative Paym The payments listed below will no Payment Description crossborder Statements Click the button to view your Your latest eBill Statement (1/1/22) Statement : \$10,026: Your latest 1098-T Tax statement 2021 1098-T Statement	Estimated Financial Aid Balance Including Estimated Aid Pending Alternative Payments The payments listed below will not post to your account until fu Payment Description Payer crossborder Tim Jeppsen Statements Click the button to view your current account balance and Your latest eBill Statement (1/1/22) Statement : \$10,026.77 Your latest 1098-T Tax statement 2021 1098-T Statement	Estimated Financial Aid Balance Including Estimated Aid View Activity Pending Alternative Payments The payments listed below will not post to your account until funds are received Payment Description Payer Date crossborder Tim Jeppsen 5/17/22 Statements Click the button to view your current account balance and details. Your latest eBill Statement (1/1/22) Statement : 510,026.77 Your latest 1098-T Tax statement 2021 1098-T Statement :	Dentitie Stylent-J Estimated Financial Aid \$500.00 Balance Including Estimated Aid \$6,004.45 View Activity Enroll in Payment Plan Pending Alternative Payments The payments listed below will not post to your account until funds are received Payment Description Payer Date Amount crossborder Tim Jeppsen \$/17/22 \$1.000.00 Statements On Demand Statement Your latest eBill Statement View Statements Your latest 1098-T Tax statement View Statements	Estimated Financial Aid \$50,000 Balance Including Estimated Aid \$50,001 View Activity Encoli in Payment Plan Pending Alternative Payments Image: Construct of the payment Plan Pending Alternative Payments Image: Construct of the payment Plan Payment Description Payer Payment Description Payer The payments Statements Statements On Demand Statement Your latest eBill Statement View Statements Your latest 1098-T Tax statement View Statements Your latest 1098-T Tax statement View Statements

- 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.