



Login to **PittPAY** at payments.pitt.edu to manage your student account. Your balance due and due date appear on the Account Summary tab. **Students and Authorized Users are notified periodically by email before each due date if a balance is due.**

▶ International Payments via Flywire

International Payment via Flywire is the University's only approved payment method for inbound payments to the student account from other countries, in any currency. Flywire, guarantees the best exchange rates and ensures we can identify your payment as yours when we receive it. Payment should not exceed the amount of charges on the student account for the current term; any excess will be posted as a prepayment for future terms. Visit upj.pitt.edu/internationalpayments for info.

▶ Payments from the United States

If you open a U.S. checking account, you can select eCheck as your payment method for no fee. A 2.75% non-refundable convenience fee is charged for each payment you choose to make by debit or credit card. More information can be found at upj.pitt.edu/payments.

▶ PittPAY Payment Plans (optional)

Select the Payment Plans tab to see your payment plan offers. You or an Authorized User can enroll in a plan if you want to pay in monthly installments instead of one lump sum. Visit payments.pitt.edu/payment-plans/ for more information. Enrollment in a payment plan is optional and is not automatic; you must enroll for each term that you wish to participate. Payment plan installments cannot currently be processed using International Payments via Flywire.

▶ Sponsor Payments

You must enroll in **Sponsored Billing** if you are being sponsored by an organization or governmental entity who will pay a portion or all of your tuition and fees. Visit www.payments.pitt.edu/sponsored-third-party/ for details.

▶ eRefunds

Designate your eRefund bank account. Go to the eRefund tab to let us know which U.S. bank account to deposit your refunds to when you have a credit balance. Credit balances can happen when payments exceed the amount you owe, or changes in your enrollment, housing, or meal plan selections reduce your charges. Refunding is automatic each weekday, so set this up today! Without eRefunds, your refunds are mailed by paper check to your "mailing" address (see next checklist item) and take longer to reach you. Visit upj.pitt.edu/pittpay for more information.

▶ Update Your Mailing Address

International students must have a valid U.S. mailing address in the student system. Log into my.pitt.edu, click the orange icon for the Student Center, then Self Service, Campus Personal Information, Addresses. Edit your mailing address if you need to change it to a U.S. address. Make sure Address 1, City, State, and Postal Code are complete, then save your changes.

▶ Manage Authorized Users

Add Authorized Users to your PittPAY account. We can only discuss your account with the people you establish as Authorized Users by individual name. You can have as many as you like. Each one receives balance due notifications and can make online payments on your behalf (including international payments). Authorized Users access PittPAY from upj.pitt.edu/AU.

Pitt Johnstown Business Office

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