University of Pittsburgh International payments to your student account via Flywire

Wait until you have registered for classes and see your tuition and fees posted to your account in PittPAY on the Account Activity tab. Then, the student or any <u>Authorized User</u> can make international payments.

- 1. Log into PittPAY using the appropriate login button at the top of this website.
- 2. Select the **Make Payment** tab. Your payment amount will be filled in for you, but you can change it to a lesser amount if you want to pay in multiple transactions. Do not enter more than you owe for the term; if you do, the excess will be applied as a prepayment for a future term.
- 3. Select **International Payment via Flywire** as your payment method.
- 4. At the next screen, click the link provided to start your international payment. You will be directed to Flywire's website.
- 5. Select the country you are paying from. **Students paying from China**, see "Additional instructions for payments from China" on <u>this website</u>, on the tab to your right.
- 6. Select your preferred payment method.
- 7. Provide information about the **payer**. The payer may be the student or one of the Authorized Users on the student's account (a spouse, family member, or friend).
- 8. Provide information about the **student**. The seven digit Student ID/PeopleSoft Number is already filled in for you.
- 9. Review and confirm your payment information.
- 10. Follow the payment instructions provided by Flywire. For example, if you selected wire transfer as your payment method, your instructions will tell you which bank in your home country to deliver your funds to. If the country you are paying from has special requirements, Flywire will provide you with the information you need.
- 11. Flywire will email you a link you can use to track your payment, so you are not required to create a Flywire account, but we recommend it. If you already have a Flywire account and want to add this payment to it for tracking purposes, click Add Payment to get to the Flywire login page. If you don't already have a Flywire account, you can create one by clicking Sign Up.
- 12. If you want to receive SMS (text) alerts to track your payment, provide your mobile phone number.
- 13. Once your payment is received at Pitt, you will see it credited to your account in PittPAY on the Account Activity tab and Transaction History screen.