



# International Student Checklist

- Log into PittPAY** - Go to <http://upj.pitt.edu/businessoffice> and select the login button. You can also access PittPAY by logging into <https://my.pitt.edu> and searching for PittPAY. (If you don't know your Pitt username or password, call the Technology Help Desk for assistance at 412-624-HELP). PittPAY is where you will go to view and manage your student account. **Students and their Authorized Users will be notified via email when there is a balance due on the student account.** Monitor the Account Summary and Account Activity tabs in PittPAY to see your account balance and due date.
- Add Authorized Users to your PittPAY account** - We can only discuss your account with the people you establish as Authorized Users. You can have as many as you like but each must have their own email address. Each one receives balance due notifications and can make online payments on your behalf (including international payments). Authorized Users access PittPAY from <https://www.johnstown.pitt.edu/AU>.
- Designate your eRefund bank account** - Go to the eRefund tab to let us know which U.S. bank account to deposit your refunds. Refunds generate 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 <http://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 <https://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.
- International Payments via Flywire** - 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 <https://www.johnstown.pitt.edu/business-office/international-payments> 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 payments made by debit or credit card. More information can be found at <https://www.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 <http://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 <http://payments.pitt.edu/sponsored-third-party/> for details.

## Pitt Johnstown Business Office

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125 Blackington Hall  
Johnstown, PA 15904

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