Walkthrough: Making Foreign Currency ePayments

**Scenario:** Student wants to pay his tuition and fees using foreign currency.

**Path:** Sign In to Buckeye Link – My Buckeye Link

**STUDENT’S STEPS:**

1. Navigate to the My Buckeye Link page.

2. In the Finances section, select **MAKE A PAYMENT**.
The Payment Options page appears.

3. Select **MAKE A PAYMENT**
4. Once The OSU ePayment Site appears, discover the locations you can select to Make a Payment.

5. Select **Make a Payment**
6. Select **Checkout**

7. Select Pay with foreign currency.

8. Select **Continue Checkout**

9. The following information is needed to complete Pay with foreign currency transactions:
   - Country of origin
   - Currency of origin
   - Remitter Name
   - Email Address

   **NOTE:**
   - Currency conversion rates are updated daily and are effective for 72 hours after the point of transaction.

10. Select **Continue Checkout**
11. Verify that the payment information you have provided is correct.

**NOTE:** ePayments made with foreign currency will display as PENDING until the wire transfer of funds via your bank is completed and posted to SIS.

12. Select [Submit Payment]

Once the payment is submitted, a transaction pending receipt will appear and a copy will be sent to your e-mail address.

13. Select the link located beneath the payments received section.

Additional receipts may be printed by selecting [Email Another Receipt]

A printable receipt may be viewed by selecting [View Printable Receipt]
Foreign Currency ePayments

14. View & Print instructions and take with you to your bank to initiate the transfer of funds.

NOTE: Payments will appear as PENDING in the Your recent CASHNet ePayments section until the wire transfer is completed and posted to SIS.