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**
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.