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]

Foreign Currency ePayments

The Ohio State University makes every effort within its means to help all students with limited financial resources secure the needed funds to cover educational costs. Students and their families are encouraged to seek assistance from the Office of Student Financial Aid and take advantage of all financial aid opportunities available to them, including scholarships, grants, low-interest long-term and short-term loans, and part-time employment. Free financial counseling is also available to all OSU students through the Student Wellness Center.

To continue, please select the "Make a Payment" option below.

[MAKE A PAYMENT]

Guardian Setup

Guardian Setup

To create or edit those you would like to have Guardian access to pay on your account, please select the Guardian Setup option below.

[GUARDIAN SETUP]

Mail a Payment

Mail a Payment

To mail a check or money order payment to the University, please select "Mail a Payment" below to generate payment coupon and obtain mailing address.

[MAIL 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**

The Ohio State University

The Ohio State University ePayment Site

Your account currently has the following charges:

<table>
<thead>
<tr>
<th>Description</th>
<th>Pay Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Now</td>
<td>$3,512.21</td>
</tr>
<tr>
<td>Total Account Due</td>
<td>$3,512.21</td>
</tr>
</tbody>
</table>

Subtotal $3,512.21

Total $3,512.21

[Checkout]

7. Select **Pay with foreign currency**.

The Ohio State University

The Ohio State University ePayment Site

Select Method of Payment

- Enter new credit card information.
- Enter new electronic check information.
- Pay with foreign currency.

Continue Checkout

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**

The Ohio State University

The Ohio State University ePayment Site

Enter Foreign Currency Information

<table>
<thead>
<tr>
<th>Country</th>
<th>Mexico</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currency</td>
<td>MXN - Mexican Peso</td>
</tr>
</tbody>
</table>

Terms and Conditions

- There will be a fee associated with this service.
- You will receive an email confirmation with your payment details.

Continue Checkout

(You'll have a chance to review this order before it's final.)
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.