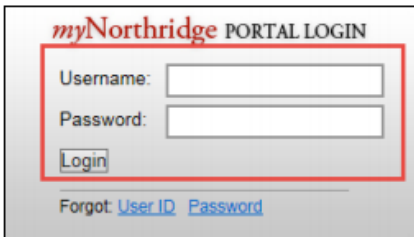


University Cash Services CASHNet International Payments

Bayramian Hall Lobby
Phone: (818) 677-8000 Option 1
Fax: (818) 677-4911
Mail Code: 8214

HOW TO PAY BY FOREIGN CURRENCY

1. Log in to *myNorthridge* portal on the CSUN website.

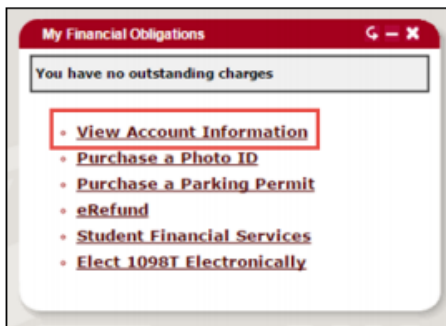


The image shows a login form titled "myNorthridge PORTAL LOGIN". It contains two input fields: "Username:" and "Password:". Below these fields is a "Login" button. At the bottom, there is a link for "Forgot: User ID Password".

2. Select the **Financial Matters** tab.

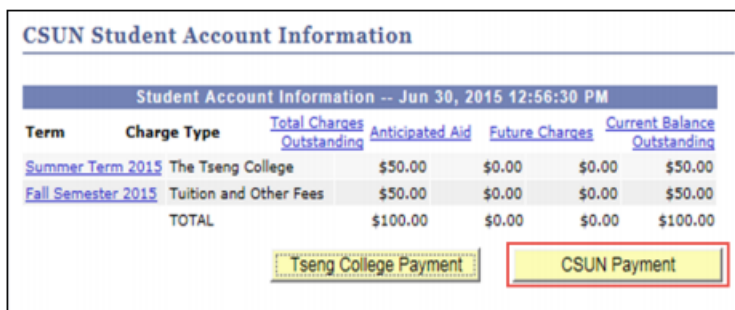


3. Select the **View Account Information** link on the **My Financial Obligations** page.



The image shows the "My Financial Obligations" page. It displays a message: "You have no outstanding charges". Below this message is a list of links: "View Account Information", "Purchase a Photo ID", "Purchase a Parking Permit", "eRefund", "Student Financial Services", and "Elect 1098T Electronically". The "View Account Information" link is highlighted with a red box.

4. Select **CSUN Payment**. EXL (Extended Learning) Students should select **Tseng College Payment**.



The image shows the "CSUN Student Account Information" page. It displays a table with the following data:

Term	Charge Type	Total Charges Outstanding	Anticipated Aid	Future Charges	Current Balance Outstanding
Summer Term 2015	The Tseng College	\$50.00	\$0.00	\$0.00	\$50.00
Fall Semester 2015	Tuition and Other Fees	\$50.00	\$0.00	\$0.00	\$50.00
TOTAL		\$100.00	\$0.00	\$0.00	\$100.00

Below the table, there are two buttons: "Tseng College Payment" and "CSUN Payment". The "CSUN Payment" button is highlighted with a red box.

5. Select the **Fee Details** link

Your account currently has the following charges:

Description	Amount
Tuition and Related Fees (2203-Spring Semester 2020)	\$3,486.00

6. Verify the payment amount is correct, followed by **Add to Basket** button.

Tuition and Related Fees
2203-Spring Semester 2020
Price:

To pay for this item, click the button below.

Add to Basket

7. Proceed by selecting **Checkout**.

Item Code	Edit	Delete	Amount
Tuition and Related Fees (2203-Spring Semester 2020)	Edit Item	Delete Item	\$3,486.00
Total Amount			\$3,486.00

Checkout

8. Select Pay by International Wire Transfer, followed by **Continue Checkout** button.

Select Method of Payment

New Payment Methods

- Pay by Credit Card - VISA, MasterCard, American Express or Discover
- Pay by Electronic Check - Your debit or credit card number will **NOT** work here.
- Pay by International Wire Transfer - Funds must be received by CSUN on or before your payment deadline to avoid disenrollment.*

*Pending wire transfers will **NOT** prevent disenrollment.

International payments are processed by Western Union. To complete your payment, your information will be provided to Western Union and you will be directed to the Western Union website. Your activity on Western Union's website is governed by the Western Union privacy policy found at <https://www.westernunion.com/us/en/privacy-statement.html>

BUY WITH MasterPass

Continue Checkout

9. Select the Country of Origin under “**Paying fees from**” drop down menu, followed by **Get a Quote** button.

Paying fees from

Amount Due

USD

Get a quote

10. Select preferred currency payment method under “Choose a way to pay.”

WESTERN BUSINESS CHECKOUT

Step 1 of 4

1. Choose a way to pay

Bank Transfer (CAD)

- Takes 3-4 days on average upon payment
- Make your payment from any bank
- Includes 0 CAD bank fee
- Quote valid for 72 hours

4,611.96 CAD
3,486.00 USD

Select

Bank Transfer (EUR)

- Takes 3-4 days on average upon payment
- Make your payment from any bank
- Includes 0 EUR bank fee
- Quote valid for 72 hours

3,172.26 EUR
3,486.00 USD

Select

Bank Transfer (GBP)

- Takes 3-4 days on average upon payment
- Make your payment from any bank
- Includes 0 GBP bank fee
- Quote valid for 72 hours

2,719.10 GBP
3,486.00 USD

Select

Show more options

Payment Details Edit

CSUN

California State University, Northridge
will receive 3,486.00 USD

You are paying 4,611.96 CAD

11. Complete the Student Details section (Student/Payer ID = CSUN Student ID#), followed by **Next** button.

Step 2 of 4

2. Student's Details

This is to identify the correct student details

Student/Payer ID *

123456789

First Name *

Matty

Last Name *

Matador

Email Address (Update on following screen, CLICK NEXT) *

mattv.matador@mv.csun.edu

Next you will be asked for the payer's details

Next

Payment Details Edit

CSUN

California State University, Northridge
will receive 3,486.00 USD

You are paying 4,611.96 CAD

12. Complete all sections under “Payer’s Details.” Agree to term and conditions followed by **Proceed to Payment** button.

3. Payer's Details

We require this information to process your payment

Who will be making this payment?

Student

Someone else

Payer's personal details

Payer name*

Payer's email address *
 This is to send confirmation of this payment

Payer's billing address

Payer's address 1*

Payer's address 2

City *

State

Zip / Postal Code

Country *

Payer's Bank Details

Bank Name *

Bank Country *

Language *

I agree to the [Terms of Use](#) and have reviewed the [Online Privacy Statement](#)

Proceed to payment

13. View and Print the Instructions.

Step 4 of 4

4. Make Payment

- Please print payment instructions and contact your bank or financial institution (online, phone or in-person).
- Please initiate your payment as soon as possible.

Print instructions

Ensure funds are received by (17:01 pm 05/01/2020) so we can credit funds to your institution on time and in full.

To ensure that your institution receives your funds, the Reference Number **EUSCA78782476831** must be included in your payment.

Note: Payments made to our bank account can only be received by bank transfer. Cheque or cash deposits will not be accepted and will be returned to the sender. Funds received after the (72) hour cut off may be subject to a new rate. Custom House Financial (UK) Limited conducts business under the trading name Western Union Business Solutions. This bank account is used to receive payments on behalf of your institution.

14. Using the printed instructions, complete the payment at your bank or through your bank's online services. Your payment will **not** be complete until the bank has been instructed to transfer the appropriate funds based on instructions provided on the receipt page.


- A payment will **not** post to the student account until the funds have been received by CSUN.
- The instruction sheet is valid for 72 hours, even if US funds are being sent.
- Initiate a new wire payment if 72 hour window has expired.
- **Do not** use the same set of instructions more than once.

Date: 02/01/2020 16:25:04 PST


CSUN

Payment Instructions


This quote can only be used for one (1) payment and is valid until 05/01/2020 16:25:04 PST


Make your payment now

→


Pay online or in person

→


Then track your payment
<https://student.globalpay.wu.com/geo-buyer/#/tracking>

Banking Instructions: You're nearly there!

To help us make sure your payment arrives on time and in full, please complete your transfer as soon as possible using the instructions below.

Payment reference EUSCA78782476831	Currency and Amount to Pay CAD 4,611.96
--	---

IMPORTANT: Payment reference must be included or your payment will not be processed

Bank Name Royal Bank of Canada
Bank Address 200 Bay Street Main floor Toronto Ontario Canada
Transit Code 000300002
Bank SWIFT ROYCCAT2
Beneficiary Name Custom House Financial (UK) Limited
Beneficiary Address 12 Appold Street
Beneficiary Account 000021342138


Custom House Financial (UK) Limited does business under the trade name Western Union Business Solutions.


Process Instructions For Your Bank

Please allow your customer to pay us via Western Union Business Solutions by ensuring the:


1. Payment reference is included.
2. Beneficiary name remains:
Custom House Financial (UK) Limited
3. Currency used is: CAD
4. For local domestic transfers please use Account Number and Bank Transit Code. For international payments please use ALL account details provided above.


How To Pay

 **Pay Online**
The easiest way to complete your payment is online via internet banking. Please use the details provided above to make your payment.

 **Pay at Your bank**
Simply take this page into your bank (not a Western Union branch) and they'll do the rest. **Please note: you cannot pay by cash or cheque.**

Need Help

 If you have questions relating to this transfer, contact Western Union Business Solutions:
e: studentinquiries@westernunion.com

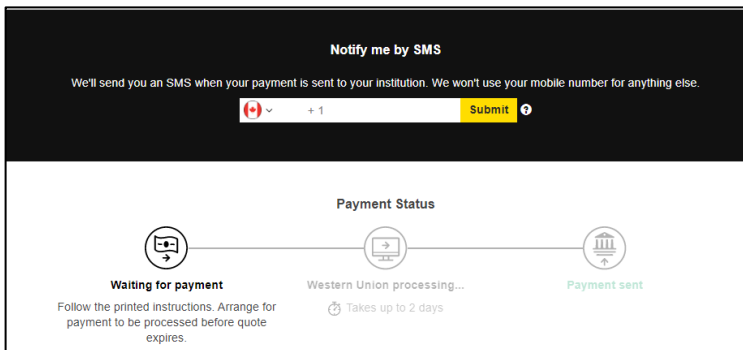


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15. The attached letter is sent to your email along with the payment instructions. You may present the letter to your bank should they require more information regarding the University's association with Western Union Business Solution.



16. To receive notifications from Western Union Business Solution, regarding the status of your payment, you may submit a mobile number. Payment notifications will begin when Western Union receives payment from your bank.



For additional information on payments visit the [How to Pay Your Fees](#) webpage.