HOW TO PAY BY FOREIGN CURRENCY

1. Login to the myNorthridge portal on the CSUN website.

2. Select the Financial Matters tab.

3. Select the View Account Information link on the My Financials Obligation page.
4. Select **CSUN Payment**. EXL (Extended Learning) Students should select **Tseng College Payment**.

![CSUN Student Account Information](image)

5. Select on the **Fee Details** link.

![Fee Details](image)

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

![Tuition and Related Fees](image)

7. Proceed by selecting **Checkout**.

![Checkout](image)
8. Select **Pay by International Wire Transfer**, followed by **Continue Checkout** button.

9. Enter the required Foreign Currency Information.

   - Select the appropriate **Country**
   - Enter **Currency** – **Option 1**: USD – US Dollar or **Option 2**: Home Currency
   - Enter **Name**
   - Enter **Email Address**
   - Read the **Terms and Conditions** and select the **Agreement box**
   - When completed, select **Continue Checkout**
10. If USD-US Dollars was selected, Ok must be selected on the pop-up alert.

11. Review all payment information for accuracy. Select Submit Payment.

12. View and print the instruction sheet.
13. Once the payment is submitted a Transaction Pending page will display. Complete the payment at your bank or with online banking using the printed instructions. Payment will not be complete until the bank has been instructed to transfer the appropriate funds based on instructions provided via a link 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.

For additional information on payments visit the How to Pay Your Fees webpage.