HOW TO PAY BY FOREIGN CURRENCY

1. Log in to myCSUN on the CSUN website and select CSUN Portal.

2. Select the My Finances tab and select My Accounts from the drop down menu.

3. Select the Make a Payment link on the My Accounts page.

4. Select CSUN Payment. EXL (Extended Learning) Students should select Tseng College Payment.
5. Select the **Fee Details** link

![Fee Details Image]

*Your account currently has the following charges:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Related Fees (2203-Spring Semester 2020)</td>
<td>$5,486.00</td>
</tr>
</tbody>
</table>

To pay for this item, click the button below.

[Add to Basket]

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

![Add to Basket Image]

7. Proceed by selecting **Checkout**.

![Checkout Image]

8. Select **Continue** button.

![Continue Image]

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

![Paying fees from Image]
10. Select preferred currency payment method under “Choose a way to pay.”

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

12. Complete all sections under “Payer’s Details.” Agree to term and conditions followed by Proceed to Payment button.
13. View and Print the Instructions.
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.
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 Convera.

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

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