

WIRE TRANSFER INSTRUCTIONS

NYU has partnered with Western Union to facilitate wire payments to ensure that your payment is correctly credited to your account. In order to make a wire payment, you must obtain a unique reference transaction ID number (**this ID number is unique to each particular wire request**) by completing the online form.

The reference transaction ID number **must be included on your bank's payment instructions. Please provide the Western Union wire transfer form to your bank. If the ID number (provided on the PDF wire transfer form) is missing, the payment will not be credited to your account.**

If you are paying using a foreign currency, please note that Western Union is able to secure a rate for **72 hours after submitting the form**. This rate will be used for your transaction. If you do not make a wire request with your bank within 72 hours of completing the form, you will need to fill out the form again to obtain a new reference ID number and a new rate quote.

1. Enter in your student information.

New York University has contracted Western Union Business Solutions to provide students and parents with a simple way of making your payment by wire transfer. This payment option allows you to pay the student account balance in the currency of your choice.

Enter your student information as shown below and then process NEXT to continue. All fields marked with an * are required. Entering accurate information will ensure that funds will be posted to your student account promptly. If you are paying on behalf of a student your information will also be required at a later stage.

If you have any questions, please contact the Bursar's Office at bursar.studentaccounts@nyu.edu or (212)998-2806.

The image shows a web form for entering student information. The form fields are as follows:

- Student ID:** *N12345678 (Must begin with a letter N)
- Student's First Name:** *John
- Student's Last Name:** *Doe
- Date Of Birth:** *01/01/0001 (dd/mm/yyyy)
- Student's Email:** *jdoe@stern.nyu.edu
- Student's Address:** 44 West 4th Street, Suite 4-100, New York, NY 10012
- Phone:** 212 998 0272
- Notes:** [Program Name] - NYU STERN
- Select Payment Service:** NYU Student Payment, NYU Housing Reservation Fee

Callouts point to the following fields:

- Student ID:** You will find this in your admissions information. The ID# begins with the letter "N"
- Date Of Birth:** Note the Date/Month/Year format
- Notes:** Enter in the program name and "NYU STERN" in the "Notes Section"
- Select Payment Service:** Check "NYU Student Payment"

NEXT >>

2. Enter in the amount you wish to pay according to your payment plan.

The screenshot shows the NYU payment portal interface. At the top left is the NYU logo. Below it, the text 'YOUR ACCOUNT' and 'ITEMS FOR PAYMENT' is visible. A navigation bar contains 'Select Items for payment' (highlighted in teal), 'Totals', and a printer icon. Below the navigation bar, a grey box contains the instruction: 'Please select the items for payment and if available enter the amount to pay.' A table with the following columns is shown: Description, Payee, In favour of, Amount (USD), and Notes. The table contains one row: 'NYU Student Payment' (with a checked checkbox), 'Please pay the amount as indicated on your student bill', 'New York University', 'John Doe', an empty input field, and '[Program Name]'. The input field and the 'Notes' cell are highlighted with red boxes. Below the table are 'CANCEL' and 'BACK' buttons on the left, and a 'NEXT >>' button on the right. Two callout boxes are present: one pointing to the 'Amount (USD)' input field with the text 'Enter in the amount due in US DOLLARS', and another pointing to the 'Notes' cell with the text 'Note that the "Notes" from the previous page are automatically copied here.'

Description	Payee	In favour of	Amount (USD)	Notes
<input checked="" type="checkbox"/> NYU Student Payment Please pay the amount as indicated on your student bill	New York University	John Doe	<input type="text"/>	[Program Name]

3. Select your home bank currency and note the exchange rate.

The screenshot shows the 'Total and Currency' step of the NYU payment process. The NYU logo and 'YOUR ACCOUNT' are at the top. Below, 'ITEMS FOR PAYMENT' is shown with a navigation bar containing 'Select Items for payment', 'Total and Currency' (highlighted in teal), 'Payer Details', 'Agree Conditions', and 'Receipt', along with a printer icon. A table summarizes the payments: 'Payments to New York University' with a description 'NYU Student Payment for John Doe Notes: [Program Name] - NYU STERN' and an amount of '\$6,500.00'. Below this, 'Total to pay' is listed as 'USD \$6,500.00', and 'Total to pay in billing currency' is listed as 'EUR 4,898.40'. Below the table, a question mark icon is followed by the instruction: 'Please select the currency or the associated country you will make your payment from.' A dropdown menu is shown with 'Any other country (EUR)' selected. A note below the dropdown states: 'If the currency does not appear on the list please return to the New York University website and use an alternative payment method.' At the bottom are 'CANCEL' and 'BACK' buttons on the left, and a 'NEXT >>' button on the right.

Description	Amount to pay
Payments to New York University NYU Student Payment for John Doe Notes: [Program Name] - NYU STERN	\$6,500.00
Total to pay	USD \$6,500.00
Total to pay in billing currency	EUR 4,898.40

4. Enter in Payer Details.

ITEMS FOR PAYMENT

Select Items for payment Total and Currency **Payer Details** Agree Conditions Receipt

Student details

Student name: John Doe

Payment instructions by email

Email address: jdoe@stern.nyu.edu

The bank settlement instruction can be printed out after all details have been entered and conditions accepted. By checking this box, you can also send a copy of the instructions to the email address shown here, or a different email address can be entered.

Payer details (if different to student details, please enter full details in boxes below)

Payer name:

Payer address:

Payer country:

Payment

New York University USD \$6,500.00 paid as EUR 4,898.40

CANCEL BACK **NEXT >>**

Check box if you would like a PDF copy of the wire transfer form sent to you via e-mail

Enter in payer details ONLY if different from student details

5. Review conditions and agree to amount and conditions by checking the box next to "Yes."

Payment

New York University USD \$6,500.00 paid as EUR 4,898.40

Conditions

- The following screen will provide you with a statement that contains the bank account details for settling to New York University C/O Western Union Business Solutions. You should print this statement.
- Please take the statement to your bank and instruct them to initiate the wire as soon as possible.
- **The rate is valid for 72 hours from the time indicated on the payment instruction you will receive after clicking "submit" below.**
- Western Union Business Solutions must receive your payment within 72 hours after you receive the currency quote. In the event Western Union Business Solutions receives your payment after the 72 hour period the current exchange rate will be applied to the conversion of funds. If payment is received after the 72 hour period, the applicable exchange rate may be higher.
- Neither Western Union Business Solutions nor New York University shall be liable to you or the intended beneficiary for any additional costs, fees or expenses resulting from the untimely delivery of the payments as set forth above.
- If the 72 hour period has elapsed and you have not initiated a payment to New York University C/O Western Union Business Solutions, please obtain another currency quote prior to submitting your payment, by logging on to the New York University website and following the procedure for international wires.
- Only the equivalent USD amount received in the designated Western Union Business Solutions account will be transferred to New York University.
- Please note that you will receive service emails from Western Union Business Solutions to facilitate, complete or confirm a payment.

Yes, I have read and understood the above information and wish to proceed.

6. Print/Save the wire transfer form and provide a copy of the form to your bank when making a wire request.

The screenshot shows a payment confirmation interface with a progress bar at the top containing five steps: 'Select items for payment', 'Total and Currency', 'Payer Details', 'Agree Conditions', and 'Receipt'. The 'Receipt' step is highlighted in teal. Below the progress bar is a dark grey banner with the text 'YOUR DETAILS HAVE BEEN ENTERED SUCCESSFULLY!'. This is followed by a teal banner with the word 'IMPORTANT!'. The main content area contains several sections: a paragraph with a red box around the text 'this link to open it', a section for 'APPLE MAC USERS' with instructions about PDF viewers, a section for 'GET ADOBE READER' with a logo, and a dark grey banner with 'THANK YOU FOR USING THIS SERVICE'. At the bottom, there is a link to return to the New York University website and a 'NEXT >>' button. A white callout box with a black border points to the red box, containing the text 'Click on the link here to open a PDF of the wire transfer form'.

****IN ORDER TO MAKE A WIRE PAYMENT, YOU MUST PROVIDE A COPY OF THE WIRE TRANSFER FORM TO YOUR BANK. THIS FORM INCLUDES ALL NECESSARY INFORMATION TO COMPLETE THE TRANSFER. WITHOUT THIS FORM, PAYMENT WILL NOT BE CREDITED TO YOUR ACCOUNT.****

PLEASE NOTE THE FOLLOWING ABOUT THE WESTERN UNION WIRE TRANSFER FORM:

1. Note the Reference Transaction ID Number, *which must be included on your payment instructions in order for your payment to be credited to your account.*

PAYMENT INSTRUCTIONS	
1. Please print this form and take it to your bank to initiate an electronic payment or, 2. Transfer funds by electronic payment via your online banking service (if applicable) or, 3. Transfer funds by electronic payment via calling your bank directly.	
*Amount to Pay:	EUR 4,898.40
** Reference Transaction ID Number:	US5678-15NY2975
Student Name:	Payment for John Doe
Remitter Name:	John Doe
<i>*1. Please note that unless this is a USD quote this account cannot accept US Dollars (USD) and is unable to accept cash deposits.</i>	
<i>**2. To ensure that your funds are successfully received by the Institution, the reference transaction ID Number must be included on your bank's payment instructions. If this reference is missing the payment will not be credited to your account.</i>	

Reference this ID# in your bank's payment instructions.

2. Note the exchange rate quote, which is valid for 72 hours after completing the form. You cannot use the Western Union wire transfer form after 72 hours. If you do not make payment within 72 hours, you must fill out the form again to receive a new ID number and a new quote.

The following quote is valid until: 26 September 2013 15:53 GMT.
<i>You cannot use this sheet after this date. If the date above has passed, go online again and create a new quote.</i>
Upon receipt the funds will be transmitted to New York University

The quote is valid for 72 hours after completing the form. The bank will use the form and the rate to make the transfer.