

Paying Your Bill with Foreign Currency

NOTE: A Foreign Currency payment is a 'pending' payment and does not apply to your University of Nebraska – Lincoln student account until all of the following steps are completed.

Step 1: Login

Students – Login to MyRED. Click on the blue “Pay Bill” link.

Parents/Others – Login to the [UNL E-Payment System](#). (If you do not have Authorized Payor access, please contact your student.)

Step 2: Make a Payment - Select “Click here to make a payment”. Enter the dollar amount you would like to pay in US dollars in the Payment Amount field, and then click on “Checkout”. Your payment cannot exceed the current student account balance (which will be displayed on the page).

Step 3: Select Payment Type -

Select the third option - “Pay with Foreign Currency” and click “Continue Checkout”.

The screenshot shows the 'UNL E-Payment System' interface. At the top, there is a red navigation bar with links for 'YOUR ACCOUNT', 'make payment', 'HELP', and 'SIGN OUT'. The University of Nebraska Lincoln logo is on the left, and 'UNL Bursar's Office HERBIE HUSKER' is on the right. The main heading is 'Welcome to the UNL E-Payment System!'. Below this is the section 'Select Method of Payment'. A note states: 'Please Note: A balance of less than \$5 can be rolled over to the next month's invoice without penalty.' There are three radio button options: 'Pay by Credit Card - A 2.75% convenience fee will be assessed on the payment amount.', 'Pay by Electronic Check (Your debit or credit card number will NOT work here.)', and 'Pay by Foreign Currency'. A 'Continue Checkout' button is located at the bottom right of the options area.

The screenshot shows the 'UNL E-Payment System' interface for entering foreign currency information. It features the same navigation bar and header as the previous screen. The main heading is 'Welcome to the UNL E-Payment System!'. Below this is the section 'Enter Foreign Currency Information'. There are two dropdown menus for 'Country' and 'Currency'. A table shows the 'Base Currency' as 'US Dollar, USD' with a 'Rate' of '-' and a 'Total' of '2,252.45'. There is a 'Convert To' field. Below the table are input fields for 'Remitter Name' and 'Email Address'. A 'Terms and Conditions' section contains a scrollable list of terms and a checkbox for 'Yes, I have read and understood the above information and wish to proceed.' At the bottom, there is a note: '(You'll have a chance to review this order before it's final.)' and a 'Continue Checkout' button.

Step 4: Complete the Foreign Currency Information - Complete the Foreign Currency information and click “Continue Checkout”.

If your currency is not listed, select US Dollar.

Please Note: You must accept the Terms and Conditions before continuing.

Step 5: Submit Payment - Verify the information entered. If correct, click "Submit Payment". A "Transaction Pending" page will display, and a PDF document will open with "Payment Instructions" for your bank. A copy of the receipt with the "Payment Instructions" attached will also be emailed to the address you provided.

Step 6: Deliver Instructions to Your Bank - Deliver the "Payment Instructions" to your bank within 72 hours. The quoted exchange rate is only valid for that time frame. Your foreign bank will transfer funds via Western Union to the University of Nebraska –Lincoln.

Step 7: Payment Posts to Student Account upon Final Settlement - Once the payment is received via Western Union, the payment will post to your student account and can be seen on MyRED. Until this settlement, the payment is only PENDING and will not be seen on MyRED.

CAUTION A new transaction must be initiated in the UNL E-Payment System each time payment is made. Never use payment instructions from a previous transaction when making payment by International Funds Transfer. Each payment is unique and needs to be properly identified or it will be delayed and possibly applied incorrectly.