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 and then “Make a Payment”.

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”.

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.