



香港浸會大學  
HONG KONG BAPTIST UNIVERSITY

*flywire*

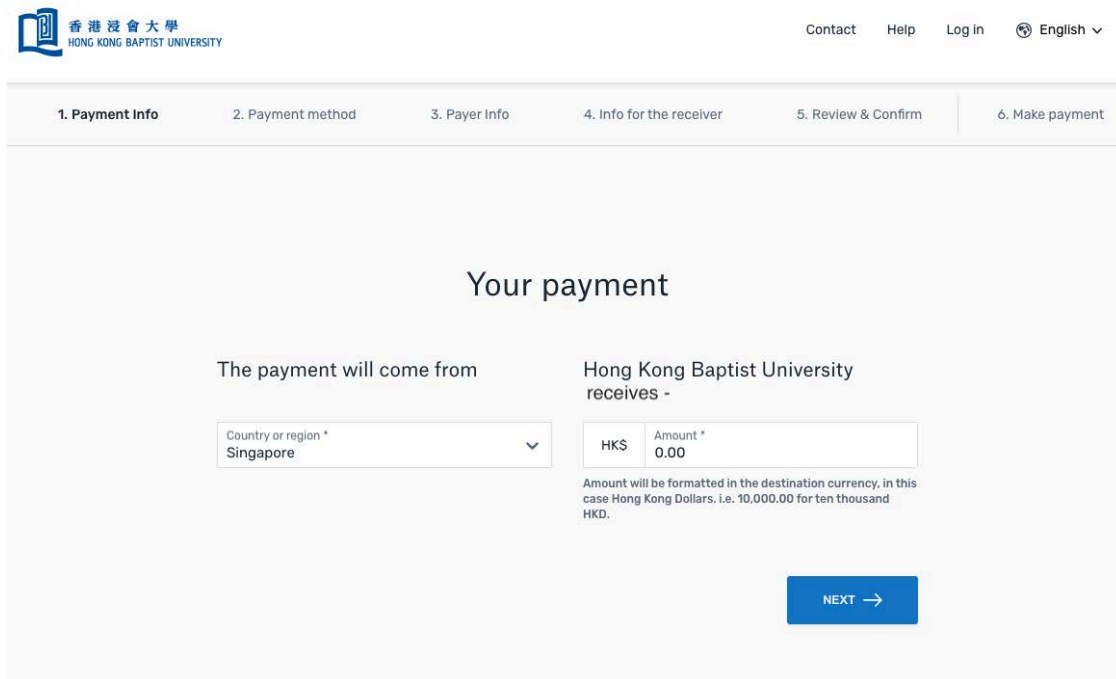
# Payer Guide

The student's guide to  
making international  
payments via Flywire



## Step 1: Enter your country and payment amount

- Select the overseas country where your account is based or card is issued from in the drop-down menu.
- Enter the exact payment in HKD, as requested by the institution



The screenshot shows the Hong Kong Baptist University payment interface. At the top left is the university logo and name in Chinese and English. At the top right are links for Contact, Help, Log in, and a language dropdown menu set to English. Below the header is a progress bar with six steps: 1. Payment info (active), 2. Payment method, 3. Payer Info, 4. Info for the receiver, 5. Review & Confirm, and 6. Make payment. The main content area is titled "Your payment" and contains two columns of information. The left column is headed "The payment will come from" and has a dropdown menu showing "Singapore". The right column is headed "Hong Kong Baptist University receives -" and has a table with two columns: "HKS" and "Amount \*", with the value "0.00" entered in the "Amount \*" field. Below the table is a note: "Amount will be formatted in the destination currency, in this case Hong Kong Dollars. I.e. 10,000.00 for ten thousand HKD." At the bottom right of the form is a blue button labeled "NEXT" with a right-pointing arrow.

香港浸會大學  
HONG KONG BAPTIST UNIVERSITY

Contact Help Log in English

1. Payment info 2. Payment method 3. Payer Info 4. Info for the receiver 5. Review & Confirm 6. Make payment

### Your payment

The payment will come from

Country or region \*  
Singapore

Hong Kong Baptist University receives -

HKS	Amount * 0.00
-----	------------------

Amount will be formatted in the destination currency, in this case Hong Kong Dollars. I.e. 10,000.00 for ten thousand HKD.

NEXT →

## Step 2: Select your payment method

Based on your country selection, Flywire will automatically display your local currency rate with the appropriate payment options, such as traditional bank transfer or debit/credit card payment.

- Traditional bank transfer (also known as a wire) is the most cost-effective method. Please note that to complete the payment you will need to make arrangements with your bank (in person, online, or over the phone) and send your funds to Flywire in your chosen currency.
- Debit/credit card will allow you to make an online payment in your home currency. Contrary to a traditional international credit card payment, Flywire handles the foreign exchange so you will know the exact amount that will be deducted from your account before you make your payment. Please note that credit card payments are not available in every country.
- Flywire will then convert your currency and pay your institution.
- If you select your home country, but you don't see your home currency, don't worry — you can always pay in the currency of your institution or select a different currency by clicking the “I want to pay in another currency” link at the bottom of the page. Although the process and benefits will remain the same, your bank will handle the foreign exchange before sending the funds to Flywire.

The screenshot shows the Flywire payment selection interface for Hong Kong Baptist University. The page is titled "Select your preferred payment method" and features a progress bar at the top with six steps: 1. Payment Info, 2. Payment method (current step), 3. Payer Info, 4. Info for the receiver, 5. Review & Confirm, and 6. Make payment. The main content area displays four payment options, each with a "SELECT" button:

- Bank Transfer in Singapore Dollar (SGD)**: Amount S\$217.00. Supports: PAY NOW.
- MasterCard: International Debit/Credit**: Amount S\$223.00. Supports: MasterCard.
- American Express in SGD**: Amount S\$223.00. Supports: AM EX. Includes a "More info" dropdown.
- VISA: International Debit/Credit**: Amount S\$223.00. Supports: VISA.

At the bottom of the page, there is a link "I want to pay in another currency" and a "PREVIOUS" button.

# Step 3: Enter the payer's information

- Enter the payer's personal details and contact information.
- You can choose to receive text notification (SMS) on your payment status by checking the box below phone number
- Agree to Flywire's terms and conditions by checking the box at the bottom of the form
- Click Next to continue.

The screenshot shows a web form titled "Payer information" for Hong Kong Baptist University. At the top left is the university's logo and name. At the top right are links for "Contact", "Help", "Log in", and a language dropdown set to "English". Below the header is a progress bar with six steps: "1. Payment Info", "2. Payment method", "3. Payer info" (which is the active step), "4. Info for the receiver", "5. Review & Confirm", and "6. Make payment".

The main form area is titled "Payer information" and includes a legend "(\*) required field". The form fields are arranged in two columns:

- Left column: "Email \*", "Middle name", "Address 1 \*", "City \*", "Zip code / Postal Code".
- Right column: "First name \*", "Family name \*", "Address 2", "State / Province / Region", and "Phone number \*".

The phone number field includes a dropdown menu currently showing "+65". Below the phone number field is a checkbox labeled "Receive text notifications on your payment status".

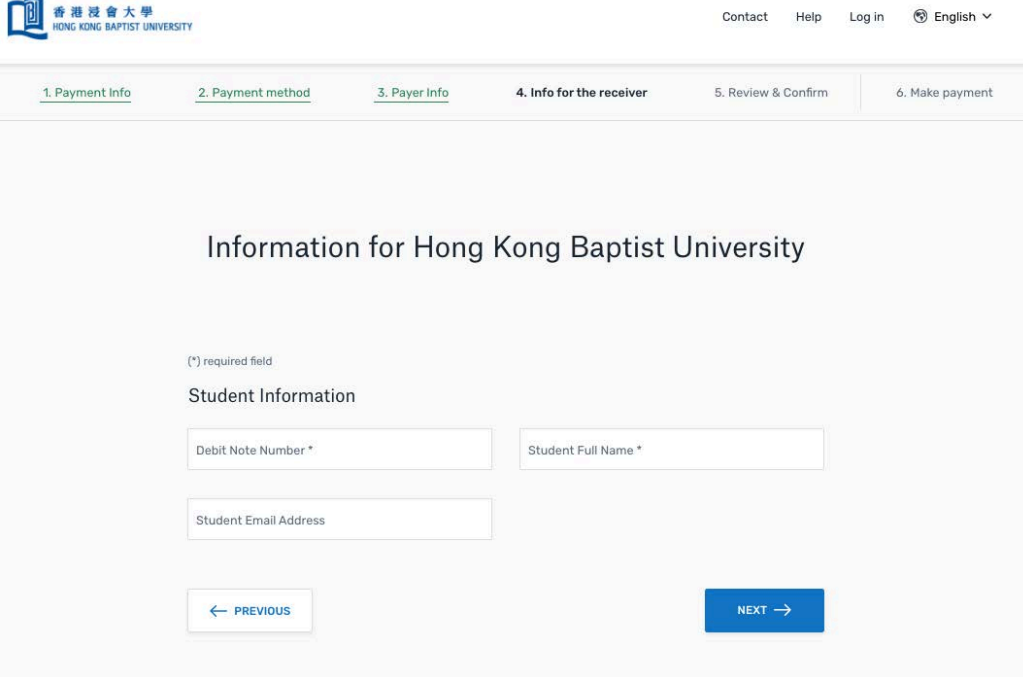
At the bottom of the form, there are two checkboxes:

- I would like to receive emails from Flywire about future discounts, promotions and offers
- I have read, understand, and agree to the Flywire [Terms of Use and Privacy Policy](#)

At the bottom left is a "PREVIOUS" button with a left arrow, and at the bottom right is a "NEXT" button with a right arrow.

## Step 4: Enter the student's contact information

- Enter the student's details and contact information, as requested by the institution.
- Click Next to continue.



The screenshot shows a web interface for Hong Kong Baptist University. At the top left is the university's logo and name in Chinese and English. On the top right are links for 'Contact', 'Help', 'Log in', and a language dropdown set to 'English'. Below the header is a progress bar with six steps: '1. Payment Info', '2. Payment method', '3. Payer Info', '4. Info for the receiver', '5. Review & Confirm', and '6. Make payment'. The current step, '4. Info for the receiver', is highlighted. The main content area is titled 'Information for Hong Kong Baptist University'. Below the title, there is a note '(\*) required field'. Under the heading 'Student Information', there are three input fields: 'Debit Note Number \*', 'Student Full Name \*', and 'Student Email Address'. At the bottom of the form are two buttons: '← PREVIOUS' and 'NEXT →'.

## Step 5: Review and confirm your information

- Review the payer and student’s information for accuracy. Use the “Previous” button if you would like to edit your information.
- Click Next to continue.

**香港浸會大學**  
HONG KONG BAPTIST UNIVERSITY

Contact Help Log In English

1. Payment info 2. Payment method 3. Payer info 4. info for the receiver **5. Review & Confirm** 6. Make payment

### Review and confirm payment information

<b>Payment information</b>	You will send <b>S\$223.00</b>	Hong Kong Baptist University - Tuition Fees will receive <b>HK\$1,234.00</b>
	Country or region <b>Singapore</b>	
<b>Payment method</b>	You selected <b>MasterCard: International Debit/Credit</b>	
<b>Payer information</b>	First name <b>Student</b>	Middle name -
	Family name <b>Test</b>	Address 1 <b>123 Haig Road</b>
	Address 2 -	City <b>Singapore</b>
	State / Province / Region -	Zip code / Postal Code <b>123456</b>
	Country <b>Singapore</b>	Phone number <b>+65 87801234</b>
	Email <b>test@flywire.com</b>	
<b>Student Information</b>	Debit Note Number <b>12345678901234</b>	Student Full Name <b>Test Student</b>
	Student Email Address <b>student@test.com</b>	

← PREVIOUS

PAY →

# Step 6: For bank transfer payments: Review your payment instructions and make your payment

- Review and submit your payment to Flywire using the payment instructions provided.

**flywire** Contact Help HI, Salvador English

Follow the steps below to pay before March 29, 2020 or your payment will be cancelled automatically.

**HKD1,234.00**  
to Hong Kong Baptist University

Status: **Payment pending** Payment ID: BHK490985358

**1 Decide how you'd like to complete your bank transfer**

Send your funds to Flywire so we can deliver your payment to the recipient. Most banks allow you to transfer funds via

- Online banking**  
Log in to your online account to transfer the funds.
- Telephone**  
Call your bank to make your transfer.
- In-person visit**  
Go to your bank to request the transfer.

**2 Make the bank transfer to Flywire**

Use the payment instructions below to send the money to us. Keep in mind that it would take 2-3 business days to arrive to us

Amount to pay:	SGD1,746.00
Reference / Payment ID:	BHK490985358 <b>You must include this reference</b>
IBAN:	
Beneficiary Bank:	Banco Santander
Beneficiary Bank Address:	201, Avenida de las Americas, 06100 Mexico City, Mexico
Beneficiary:	FLYWIRE
Beneficiary Address:	C/ Ciudad de Mexico s/n, Mexico, Mexico City

Notes:  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas mollis sagittis orci sit amet malesuada. Praesent nibh dui, laboris id suscipit eget, vulputate pretium nisi. Curabitur eleifend bibendum libero, sed tempus nulla porta blandit.

**3 Only when the bank transfer is made, let us know you have made the bank transfer by clicking on I've sent the funds.**

You will get an email and you will be able to track your transfer status.

**ADD PAYMENT**

**Manage your payment**

- Fill payment details
- SMS notifications
- Confirm funds were sent
- Change payment method
- Cancel this payment
- Download payment receipt  
Available once your payment is delivered to the institution

**GREAT LINK TO BU**

**Share your payment**

**SHARE**

**DOWNLOAD INSTRUCTIONS FOR THE BANK TRANSFER**

**I'VE SENT THE FUNDS**

## Step 7: For credit card payments: Enter your card details

- Enter your card number, name, expiration date, and security code.
- Enter your information within 15 minutes to avoid your session timing out.
- Click Make Payment to continue.

HKD1,234.00 ● Payment pending

Payment status

Follow the steps below to pay before March 29th 2020 or your payment will be cancelled automatically.

Payment details

You're sending SGD1,746.00 They're receiving HKD1,234.00

Payment ID

BHK490985358

**Payment details**


\* Indicates a required field

**Card number \***

**Cardholder's name \***

**Expiry date \***

Month  Year

**Security code**   Last 3 digits on the back of card


**Contact details** ✓

+34 432 543 123, zli@gmail.com

Manage your payment

SMS notifications

Cancel payment

POWERED BY 

St. Olaf College address: 1520 St. Olaf Ave

Copyright ©Flywire. 2009-2018 All rights reserved. Flywire is a trademark of Flywire Corporation.



# Track your payment

Payment tracking is available at flywire.com or through Flywire's mobile app. Log in to check the status of your payment and receive email notifications or opt into SMS text message alerts.

## Need help?

### Customer Support Phone Numbers :

USA Toll free +1 800 346 9252

USA Local number +1 617 207 7076

Spain +34 96 065 3947

Canada +1 647 930 9424

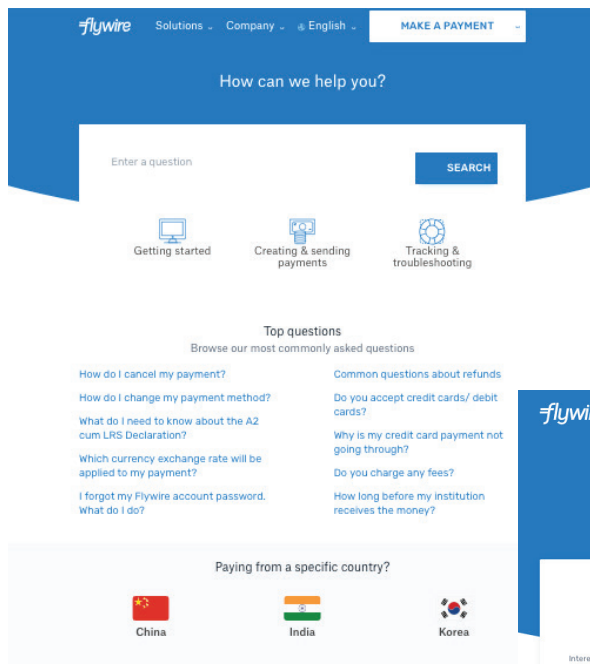
Australia +61 (2) 800 69 729

United Kingdom +44 (20) 32 394 729

Hong Kong +852 30 184 814

South Korea +82 070 4732 6769

## flywire.com/support



## Scan for WeChat Support!



## flywire.com/contact

