

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 form contains the following fields and callouts:

- Student ID**: *N12345678 (Must begin with a letter N). Callout: "You will find this in your admissions information. The ID# begins with the letter 'N'"
- Student's First Name**: *John
- Student's Last Name**: *Doe
- Date Of Birth**: *01/01/0001 (dd/mm/yyyy). Callout: "Note the Date/Month/Year format"
- 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. Callout: "Enter in the program name and 'NYU STERN' in the 'Notes Section'"
- Select Payment Service**:
 - ☒ NYU Student Payment. Callout: "Check 'NYU Student Payment'"
 - ☐ NYU Housing Reservation Fee
- NEXT >>** button

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

NYU
YOUR ACCOUNT

ITEMS FOR PAYMENT

Select Items for payment Totals

Please select the items for payment and if available enter the amount to pay.

Description	Payee	In favour of	Amount (USD)	Notes
☒ NYU Student Payment Please pay the amount as indicated on your student bill	New York University	John Doe		[Program Name]

CANCEL BACK NEXT >>

Enter in the amount due in US DOLLARS

Note that the "Notes" from the previous page are automatically copied here.

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

NYU
YOUR ACCOUNT

ITEMS FOR PAYMENT

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

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

? Please select the currency or the associated country you will make your payment from.
Any other country (EUR) [v]
If the currency does not appear on the list please return to the New York University website and use an alternative payment method.

CANCEL BACK NEXT >>

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.

Select items for payment | Total and Currency | Payer Details | Agree Conditions | Receipt

YOUR DETAILS HAVE BEEN ENTERED SUCCESSFULLY!

IMPORTANT!

If the payment instruction didn't open in a subwindow or browser tab showing a pdf file please click [this link to open it](#) and print it out.

APPLE MAC USERS

Some versions of Preview, the native pdf viewer do not show or print the banking information on the pdf correctly. Please use an alternative viewer application such as Adobe Reader.

GET ADOBE READER

If you have not done so already, click on the Acrobat Reader® logo for step-by-step instructions on how to download and install this free software.

THANK YOU FOR USING THIS SERVICE

[Click here to return to the website of New York University](#)

Click on the link here to open a PDF of the wire transfer form

NEXT >>

****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.

You cannot use this sheet after this date. If the date above has passed, go online again and create a new quote.

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.