

International Student Step-by-Step Guide to Making a Payment:

Step 1: Log in to MyPNW:

- Select the Bill & Payments tab and then select the Bills + Payment portal
- Enter the amount of the payment
- Select Bank Wire for the method of payment

Step 2: Provide Student/Payer Information

- Complete the required fields on the International Payments website (Campus ID number, student's first and last name, etc.) and select **NEXT**
- Enter the amount you wish to pay in U.S. dollars
 - **NOTE: The amount field will be pre-populated with \$0.00**

Step 3: Enter Payment Details

- Select your local currency* from drop down list and select **NEXT**
- Complete other fields as listed if payer is not the student, then select **NEXT** (Note: You will be required to enter bank details)
- Review conditions and select the checkbox, then select **SUBMIT**

Step 4: Bank Transfer

- Instruct your bank to wire transfer funds to the International Payments bank account indicated on your confirmation quote
- **The wire must be sent within 72 hours of the quote or your payment could be subject to return or adjustment**

Step 5: Payment Finalized

- Purdue Northwest will post the U.S. dollar equivalent to your student account, generally two to five days after local bank initiates payment

*If your local currency is not an option available in the system, you will need to choose another currency on the list to arrange your Bank to Bank transfer, or contact the Bursar's Office for more information.

For general inquiries about the payment process, please contact Convera at studentsupport@convera.com or call 877-218-8829.