# Sending a wire to Andrews University Accounting Office

Go to following address on –line:  *payAndrews.peertransfer.com*

1. Enter exact payment amount and the country you will pay from
2. Select the Payment Type from available options listed
3. Login/Create an account.  (This only has to be done once and will allow you to track your payment)

    -The Andrews University Department you are sending funds to should be entered in the CONTACT INFORMATION section.

4. Review and confirm the payment details
5. For Bank Transfers, Review the payment instructions given.  Depending on your bank you can transfer your money on-line, over the phone, or in person at your bank.
6. Track your payment status online by observing the payment status bar on the website.  You will receive a final email confirmation when payment has been delivered.
7. Keep in mind Andrews University may take 2-3 business days to post your payment once we have received it.

CUSTOMER SUPPORT:  *Phone:* 1-800-346-9252      *Email:* support@peertransfer.com

**More Detailed Step by Step instructions follow in the next nine pages of this document.**

**peerTransfer**

# peerTransfer
International education payments made easy

## Andrews Departmental Payment Guide

Departmental guide to paying with peerTransfer

*payAndrews.peertransfer.com*

Andrews ◆ University

# Step 1: Get Started

- *Navigate to payAndrews.peertransfer.com*
- Enter the exact payment amount you owe and the country you will pay from.

Andrews ⬥ University

**Andrews University - General Accounting Office (Non-Student Payments)**
Financial Records
4150 Administration Drive
Berrien Springs, MI, 49104-0780, US
http://www.andrews.edu/services/finrec/

**Want more info?**

⬥ peerTransfer

Learn how to make a payment with peerTransfer

## Payment

WE WILL BEAT YOUR BANK'S PRICE
**GUARANTEED**
Tell me more

**Why pay through peerTransfer?**

- Eliminate hidden bank fees – ensure your institution receives the correct amount.
- Save on exchange rates – in most cases you can make a payment in your home currency. peerTransfer will process the currency exchange – offering you wholesale exchange rates, unmatched by traditional banks.
- Peace of mind – 24 hours multilingual customer support when you need it most. Know where your payment is in the bank transfer process.

**\* In United States Dollars, the amount you want Andrews University - General Accounting Office (Non-Student Payments) to receive**

$1,000.00

**\* What country are you paying from?**

Spain ▾

**Payment Options** | **Cost**
--- | ---
🔵 **Domestic Bank Transfer in Euros (EUR)** | 929.00 EUR
⚪ **Debit/Credit Card in EUR** <br> Use this option for cards issued in EUR <br> Supports MasterCard VISA | 947.00 EUR

I want to pay in another currency

⬥ peerTransfer

# Step 2: Select Payment Type

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

- If you have an account in a different currency that you would prefer to use, select that country in the "what country are you paying from" field instead.

- Note that peerTransfer offers a "Best Price Guarantee" for the bank transfer option to ensure you a competitive exchange rate.

- If you select your home country, but you don't see your home currency, not to worry — you can always pay in the currency of your institution or select a different currency. The process and benefits will remain the same, however, your bank will handle the foreign exchange before sending the funds to peerTransfer.

## Payment

WE WILL BEAT YOUR BANK'S PRICE
**GUARANTEED**
Tell me more

**Why pay through peerTransfer?**

- Eliminate hidden bank fees – ensure Academy of Art University receives the correct amount.
- Save on exchange rates – in most cases you can make a payment in your home currency. peerTransfer will process the currency exchange – offering you wholesale exchange rates, unmatched by traditional banks.
- Peace of mind – 24 hours multilingual customer support when you need it most. Know where your payment is in the bank transfer process.

**\* In United States Dollars, the amount you want Academy of Art University to receive**

$1,000.00

**\* What country are you paying from?**

India ▾

| Payment Options | Cost |
|---|---|
| **Pay in INR with A2 Pickup or Drop Off Service**<br>- A2 form picked up by courrier or dropped off at one of 4,400 partner locations in India.<br>- Payment methods: Demand draft/National Electronic Fund Transfer (NEFT)/Real Time Gross Settlement (RTGS).<br>(Price inclusive of fees and service tax) | 62,947.00 INR |
| **Pay via Any Bank with A2 Drop Off Service at ICICI branch**<br>ICICI Customers: automatic debit from your account after you deliver the A2 form.<br>Other Bank Customers: payment through National Electronic Fund Transfer (NEFT) or Real Time Gross Settlement (RTGS)<br>A2 drop off possible at over 2,000 ICICI branches.<br>You do not need to be an ICICI Bank account holder to use this option. | 63,203.00 INR |
| **VISA: International Debit/Credit**<br>Supports VISA | 66,553.00 INR |
| **MasterCard: International Debit/Credit**<br>Supports MasterCard | 66,553.00 INR |

I want to pay in another currency

**peerTransfer**

# STEP 3: Login/Create Account & Enter Personal Details

- Enter your name, email, and password to create an account (this will allow you to track your payment each step of the way). In addition, your payment details will be saved and pre-fill for your next payment.

- Follow the prompts to fill in your personal details and contact information.

- Click the green Continue with Payment Button.

**peerTransfer Account**

○ Create a new account
○ Sign into an existing account

* First / Given Name

* Last name / Surname / Family name

* Email

* Password

* Password Confirmation

**Continue with Payment**

I agree to the peerTransfer Terms of

**Create a new account to...**

Send payments to Carnegie Mellon University

Track your funds as they are delivered

Get immediate assistance if you have any questions

## Contact Information

* AU Department Name

* AU Contact Name

Invoice Number (if app

**Payer Information**

* First name of Payer

If you're a company/organization paying for a student, please enter the organization name in place of first name.

Middle name

* Last name

If you're a company/organization paying for a student, please enter the organization name in place of last name.

* Address 1

Post Office Boxes are not permitted

Address 2

* City

State / Province / Region

ZIP / Postal Code

* Country

Spain

* How can we reach you via phone if there are questions with your payment?

+1 201-555-5555

**peerTransfer**

# STEP 4: Confirm Payment Details

- Please review and confirm the information for your payment.

- If you are paying via bank transfer, you will receive a deadline by which you should go to your bank and complete the payment. This deadline is not associated with your educational institution deadline. (If you need more time, our Customer Support Department can allow for an extension.)

- Click the green Continue with Payment Button.

## Confirm Your Payment Information
Please, take a second to review your information

### Payment

You will pay **47.00 EUR** from **Spain** via **Domestic Bank Transfer in Euros (EUR)**, and **Andrews University - General Accounting Office (Non-Student Payments)** will receive **50.00 USD**

### Payment Information

| | | | |
|---|---|---|---|
| Purpose of Payment | **Test** | Payment Type | **Other** |
| If Other, please specify: | **Test** | | |

### Contact Information

| | | | |
|---|---|---|---|
| AU Department Name | **Test** | AU Contact Name | **Test** |
| Invoice Number (if applicable) | - | | |

### Payer Information

| | | | |
|---|---|---|---|
| First name of Payer | **Test** | Middle name | - |
| Last name | **Test** | Address 1 | **Test** |
| Address 2 | - | City | **Madrid** |

**peerTransfer**

# STEP 5: (For Bank Transfers) Review Payment Instructions

- You can enter your mobile phone at the prompt if you would like to receive payment status updates via text. If you do not want to receive text updates click the no thank you link.

- If you have selected a bank transfer, the payment delivery instructions will now be displayed. You can review the payment details and return as necessary to check the status of your payment.

- Follow the banking instructions to deliver your funds to the bank account indicated. Depending on transfer methods available from your bank, this can be done online, over the phone, or in person.

- peerTransfer will convert your deposit to U.S. dollars and forward to our account in the U.S.

- **IMPORTANT**: Your payment ID is only valid for this payment. Every payment requires a unique peerTransfer payment ID. This facilitates the payment tracking process.

# STEP 5: (For Credit Cards) Review Payment Instructions

- You can enter your mobile phone at the prompt if you would like to receive payment status updates via text. If you would prefer not to receive text updates, click 'no thank you' at the prompt.

- For debit/credit card payments you will be taken to a web form to fill in your credit card information and complete your payment. Please note that your payment still needs to be processed and delivered to your institution, so they will not have posted it in their system yet.

- Please be sure to check your credit card limits to verify it can accommodate your payment size. In some cases you will need to call your bank to confirm your payment can be processed.

- **IMPORTANT:** Your payment ID is only valid for this payment. Every payment requires a unique peerTransfer payment ID. This facilitates the payment tracking process.

# STEP 6: Track Payment Status Online

- Above the instructions you will notice a payment status bar. This will be updated each step of the process, and you will receive a final email confirmation when payment has been delivered to your institution.

- Keep in mind that your school may take 2-3 business days to post your payment to your account once they have received it.

- If you have not sent your payment within 2 days, you will receive a notification from peerTransfer asking if you need more time, want to cancel, or have already sent your payment.

- Should you have any questions along the way, contact peerTransfer 24x7 via email, live chat, or phone.



peerTransfer
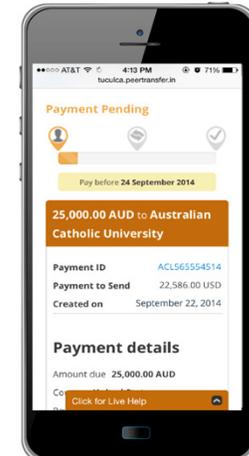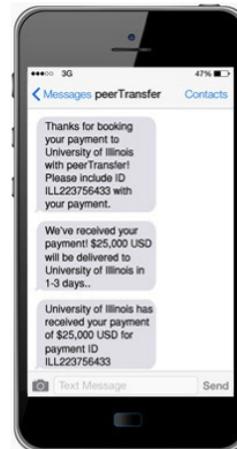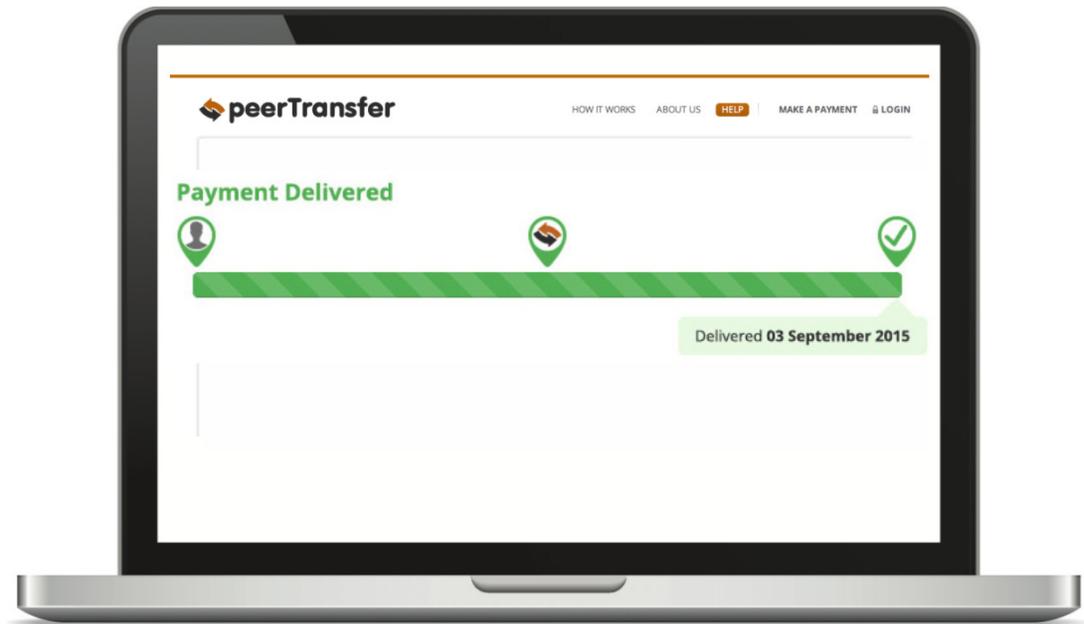
# Need Help?

**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 81 703 729
South Korea +82 (70) 78 479 729

Local customer service numbers for China & India will be displayed on your payment instructions.

**Email**
support@peertransfer.com

**Online**
peertransfer.com/help

**Live Chat**
Live Chat is available as soon as you log into your peerTransfer account. Look for the orange box in the lower right once you have entered your username and password.