



## Andrews Departmental Payment Guide

Departmental guide to paying with peerTransfer

[payAndrews.peertransfer.com](http://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?



## Payment

WE WILL BEAT YOUR BANK'S PRICE

**GUARANTEED**

[Tell me more](#)

\* 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

### 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.

### Payment Options

Cost

Domestic Bank Transfer in Euros (EUR)

929.00 EUR

Debit/Credit Card in EUR

947.00 EUR

Use this option for cards issued in EUR

Supports  

[I want to pay in another currency](#)



## 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

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

\* What country are you paying from?

#### 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.

Payment Options	Cost
<p><b>Pay in INR with A2 Pickup or Drop Off Service</b></p> <p style="font-size: 8px;">- A2 form picked up by courier or dropped off at one of 4,400 partner locations in India.</p> <p style="font-size: 8px;">- Payment methods: Demand draft/National Electronic Fund Transfer (NEFT)/Real Time Gross Settlement (RTGS). (Price inclusive of fees and service tax)</p>	<b>62,947.00 INR</b>
<p><b>Pay via Any Bank with A2 Drop Off Service at ICICI branch</b></p> <p style="font-size: 8px;">ICICI Customers: automatic debit from your account after you deliver the A2 form.</p> <p style="font-size: 8px;">Other Bank Customers: payment through National Electronic Fund Transfer (NEFT) or Real Time Gross Settlement (RTGS). A2 drop off possible at over 2,000 ICICI branches. You do not need to be an ICICI Bank account holder to use this option.</p>	<b>63,203.00 INR</b>
<p><b>VISA: International Debit/Credit</b></p> <p style="font-size: 8px;">Supports </p>	<b>66,553.00 INR</b>
<p><b>MasterCard: International Debit/Credit</b></p> <p style="font-size: 8px;">Supports </p>	<b>66,553.00 INR</b>

[I want to pay in another currency](#)

# 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.

The screenshot displays the 'peerTransfer Account' creation process. On the left, there are fields for 'First / Given Name', 'Last name / Surname / Family name', 'Email', 'Password', and 'Password Confirmation'. A green 'Continue with Payment' button is located below these fields. To the right, a yellow box titled 'Create a new account to...' offers three options: 'Send payments to Carnegie Mellon University', 'Track your funds as they are delivered', and 'Get immediate assistance if you have any questions'. Below the account creation section, a 'Contact Information' box contains fields for 'AU Department Name', 'AU Contact Name', and 'Invoice Number (if applicable)'. An orange arrow points from the 'Continue with Payment' button to the 'AU Department Name' field. To the right of the contact information is a 'Payer Information' section with fields for 'First name of Payer', 'Middle name', 'Last name', 'Address 1', 'Address 2', 'City', 'State / Province / Region', 'ZIP / Postal Code', and 'Country'. A dropdown menu for 'Country' is currently set to 'Spain'. At the bottom of the Payer Information section, there is a field for 'How can we reach you via phone if there are questions with your payment?' with a phone number '+1 201-555-5555' and a small US flag icon.

# 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

AJ 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

# 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.

The screenshot shows the peerTransfer website interface. At the top, the peerTransfer logo is on the left, and navigation links for MY PAYMENTS, PROFILE, SUPPORT, MAKE A PAYMENT, and LOGOUT are on the right. The main content area is titled 'Payment Pending' and features a progress bar with a 'Pay before February 13, 2015' deadline. Below this, a summary bar indicates a payment of 14,000.00 USD to Western Michigan University. A table lists payment details:

Payment ID	Payment to Send	Created on	
WMU594326117	12,658.00 EUR	February 11, 2015	<a href="#">View all details</a>

Below the table, a warning message states: 'You have to pay before February 13, 2015. Use the payment instructions to pay from your bank.' A list of banking instructions follows, including fields for Amount and Currency to send (12,658.00 EUR), Remittance Information / Reference (WMU594326117 - Western Michigan University), Beneficiary Bank SWIFT/BIC Code, Beneficiary Bank, Beneficiary Bank Address, IBAN, Beneficiary, and Beneficiary Address. A modal dialog is overlaid on the page, asking: 'Want to receive SMS/text updates on your payment? Enter your mobile number to get alerts when we receive and deliver your payment. Message and Data Rates May Apply.' The dialog has a 'Keep me updated' button and a 'no, thank you.' link. At the bottom of the page, there is a note: 'Please make sure that the Payment ID shown is included in the payment description or reference field. Otherwise, delays in processing your payment will be experienced.' and a link: 'Need to print the bank instructions or get an authorization letter for your school?'

## 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.

The screenshot displays the peerTransfer payment interface. At the top, it shows payment details: Payment reference (CMU218764935), Payment method (Visa), Description (25,000.00 USD to Carnegie Mellon University), and Amount (EUR 20895.00). Below this is the 'Card details' section with fields for Card number, Security Code, Expiry date, and Cardholder's name. A 'Cardholder details' section follows, listing address, town/city (Valencia), state, ZIP code (45062), country (Spain), telephone (+34 96 085 3947), fax, and email address (johnstudent@gmail.com). A green dialog box is overlaid on the form, asking 'Want to receive SMS/text updates on your payment?' and providing a text input field for a mobile number, with 'Keep me updated' and 'or no, thank you.' buttons. At the bottom of the form are 'Make Payment' and 'Cancel Payment' buttons.

Payment reference	CMU218764935
Payment method	Visa
Description	25,000.00 USD to Carnegie Mellon University
Amount	EUR 20895.00

**Card details**  
\* Indicates a required field

\* Card number

Security Code

\* Expiry date -- --

\* Cardholder's name

**Cardholder details**

Address 1 57 Paso Via Mar

Address 2

Address 3

Town/City Valencia

State

ZIP code 45062

Country Spain

Telephone +34 96 085 3947

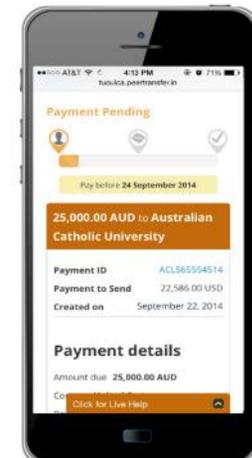
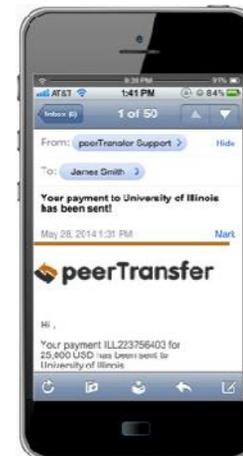
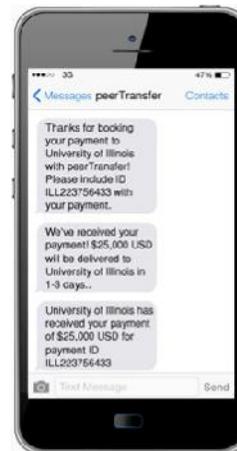
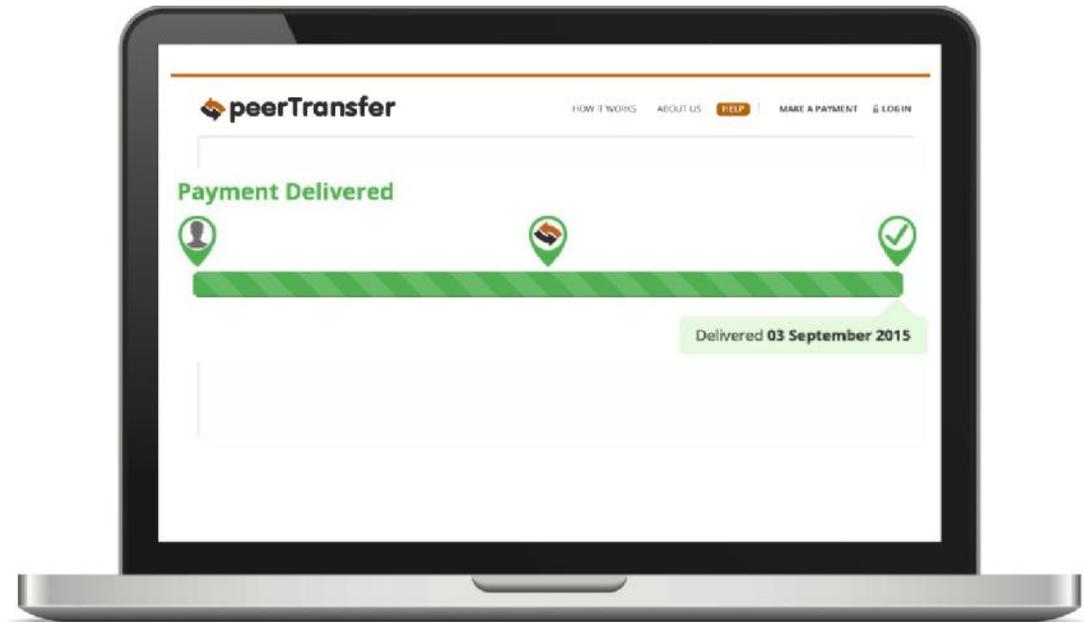
Fax

Email address johnstudent@gmail.com

**Want to receive SMS/text updates on your payment?**  
Enter your mobile number to get alerts when we receive and deliver your payment.  
Message and Data Rates May Apply

## 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.



# 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.

**peerTransfer** HOW IT WORKS ABOUT US **HELP** MY PAYMENTS LOGOUT

### Have a question?

Ask and you shall receive **Search**

#### Getting started

We'll show you how to make a payment with peerTransfer - quickly and easily!

- Where is my money?
- How long will it take for my money to arrive at the institution?
- Do you charge any fees?
- Which currency exchange rate will be applied to my payment?
- My local currency is not available.
- Do I have to fill out the payment request form every time that I send money?

[View All Questions >](#)

#### Categories

- Most Commonly Asked Questions
- Booking a payment
- Tracking My Payment
- Payments from China - General Information
- Payments from India
- Key Information For Institutions
- About peerTransfer
- Transferring funds
- Credit Card Payments
- Payments from China - 国内银行间人民币转账 Domestic Interbank RMB Transfer
- Payments from Korea

#### Tutorial Videos

- How to make a payment
- Where is my money
- How to calculate the foreign currency exchange rate

### Need Immediate Help?

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

Skype  
Email [Click here to call us](#)  
[support@peertransfer.com](mailto:support@peertransfer.com)

Share your great idea with us

Make peerTransfer Better

[Click for Live Help](#)