

*flywire*

**PAYER GUIDE**

# FlyWire Payment Manual

How to Make a Payment on FlyWire for  
Conference Paper Registration



# Content

Asia Pacific University (APU) has partnered with Flywire to offer a secure and streamlined way to make a payment from your home country. Flywire allows you to pay from almost any country, offering excellent foreign exchange rates and no hidden fees.

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# Step 1:

## Get Started

- Visit <https://pay.flywire.com/>
- Select or type in “Asia Pacific University of Technology & Innovation (APU)”

flywire

Payers

Businesses

How it works

Resources

Help

Login

English

Flywire is the trusted choice of  
**millions of students and  
thousands of institutions  
worldwide**



MAKE A PAYMENT

**Select the institution** you want to pay to begin

**We have added more schools!** Check them out!

Asia Pacific University of Technology & Innovation (APU)

Continue

# Step 2:

## Enter Payment Amount

- Enter the exact payment amount to pay and your home country.



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 \*  
Japan

Asia Pacific University of  
Technology & Innovation (APU)  
receives

\$ Amount \*  
50.00


Amount will be formatted in the destination currency, in this case United States Dollars. i.e. 10,000.00 for ten thousand USD.


NEXT →


# Step 3:

## Select Payment Type

Select your preferred payment method




**Best Price Guaranteed** Subject to terms and conditions 



Bank Transfer in Japanese Yen (JPY)

**¥7,600**


**SELECT**



Unionpay Credit card in JPY

**¥7,600**

**SELECT**



JCB Credit Card in JPY

**¥7,700**

**SELECT**

- 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, with Flywire we are handling the foreign exchange so you will know the exact amount that will be deducted from your account before making 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 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.
- 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 Flywire.



# Step 5:

## Confirm Payment Details

- Please review and confirm the information for your payment.
- Click the Continue with Payment button.

### Confirm Your Payment Information

Please, take a second to review your information

**Payment**

You will pay **24,201.00 EUR** from **Spain** via **Domestic Bank Transfer in Euros (EUR)**, and **your University** will receive **25,000.00 USD**.

**Contact Information**

The person filling out this form is **Student**

**Payment Information**

Payment Type	<b>Education Payment</b>	If more than one selection, please provide details of how funds should be distributed
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**Student Information**

Student ID	533256785	First Name	John
Middle Name	T	Last Name	Student
Date of Birth	09/04/1998	Student Email Address	jtstudent@gmail.com
Program of Study	Undergraduate program	Expected year of program completion	2018

**Payer Information**

First name of Payer	John	Middle name	T
Last name	Student	Address 1	Calle del Grabador Esteve, 14
Address 2	Bajo Izquierda	City	Valencia
State / Province / Region	-	ZIP / Postal Code	46004
Country	Spain	How can we reach you via phone if there are questions with your payment?	+34 961 14 04 19

I will initiate my payment of **24,201.00 EUR** no later than **Dec 02**. ?

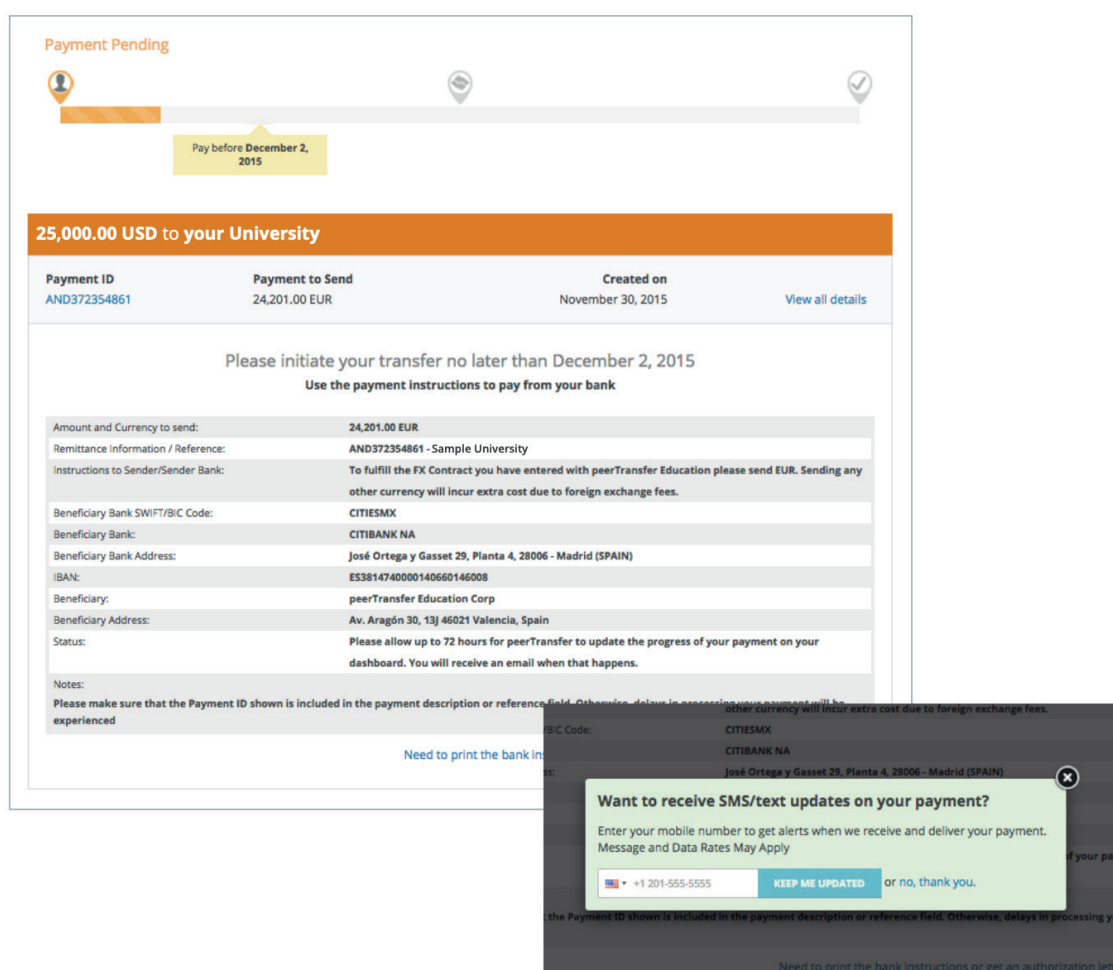
**CONTINUE WITH PAYMENT**

or [edit payment information](#)

# Step 6:

## Review Payment Instructions (For Bank Transfer)

- For a bank transfer (wire) you will be directed to your payment dashboard where you will receive payment delivery instructions. You can review the payment details and return as necessary to check the status of your payment.
- 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.
- For a bank transfer we recommend that you print the instructions to bring with you to the bank when you make your payment. This will make the process clearer for you and the bank. Please make sure to include your Flywire payment ID in the details of your bank transfer.
- **IMPORTANT:** Your payment ID is only valid for this payment. Every payment requires a unique Flywire payment ID. This facilitates the payment tracking process.



**Payment Pending**

Pay before December 2, 2015

**25,000.00 USD to your University**

Payment ID	Payment to Send	Created on	
AND372354861	24,201.00 EUR	November 30, 2015	<a href="#">View all details</a>

Please initiate your transfer no later than December 2, 2015  
Use the payment instructions to pay from your bank

Amount and Currency to send:	24,201.00 EUR
Remittance Information / Reference:	AND372354861 - Sample University
Instructions to Sender/Sender Bank:	To fulfill the FX Contract you have entered with peerTransfer Education please send EUR. Sending any other currency will incur extra cost due to foreign exchange fees.
Beneficiary Bank SWIFT/BIC Code:	CITIESMX
Beneficiary Bank:	CITIBANK NA
Beneficiary Bank Address:	José Ortega y Gasset 29, Planta 4, 28006 - Madrid (SPAIN)
IBAN:	ES3814740000140660146008
Beneficiary:	peerTransfer Education Corp
Beneficiary Address:	Av. Aragón 30, 13J 46021 Valencia, Spain
Status:	Please allow up to 72 hours for peerTransfer to update the progress of your payment on your dashboard. You will receive an email when that happens.
Notes:	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

Need to print the bank instructions or get an authorization letter

**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

+1 201-555-5555  or no, thank you.

Need to print the bank instructions or get an authorization letter



# Step 7:

## Review Payment Instructions (For Credit Cards)

- 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 funds will not be displayed on your student account immediately as your payment still needs to be processed and delivered to your institution.
- 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.
- 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
- **IMPORTANT:** Your payment ID is only valid for this payment. Every payment requires a unique Flywire payment ID. This facilitates the payment tracking process.

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

**Payment**

You will pay **24,854.00 EUR** from **Spain** via **VISA: International Debit/Credit**, and your **University** will receive **25,000.00 USD**.

**Contact Information**  
The person filling out this form is **Student**

**Student Information**

Student ID	<b>C09765432</b>	First Name	
Middle Name	<b>T</b>	Last Name	
Date of Birth	<b>09/04/1997</b>	Student Email Address	<b>jtstudent@gmail.com</b>
Program of Study	<b>Undergraduate program</b>	Expected year of program completion	<b>2018</b>

**Payer Information**

First name of Payer	<b>John</b>	Middle name	<b>T</b>
Last name	<b>Student</b>	Address 1	<b>Calle del Grabador Esteve, 14</b>
Address 2	<b>Bajo Izquierda</b>	City	<b>Valencia</b>
State / Province / Region	<b>-</b>	ZIP / Postal Code	<b>46004</b>
Country	<b>Spain</b>	How can we reach you via phone if there are questions with your payment?	<b>+34 961 140 419</b>

**CONTINUE WITH PAYMENT** or Edit payment information

other currency will incur extra cost due to foreign exchange fees.

BIC Code: CITIEMX  
CITIBANK NA  
José Ortega y Gasset 28, Planta 4, 28006 - Madrid (SPAIN)

**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

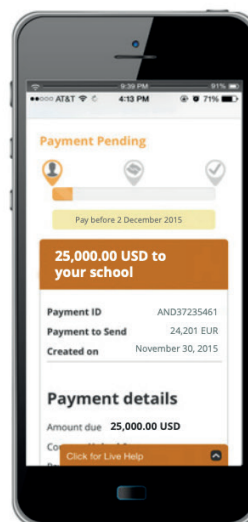
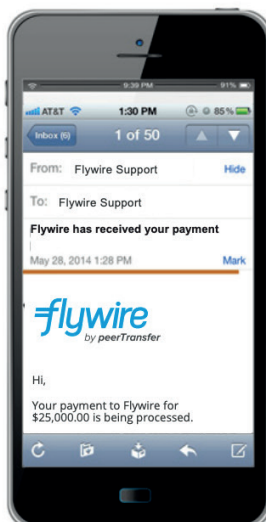
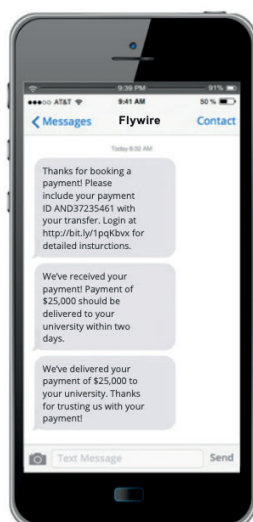
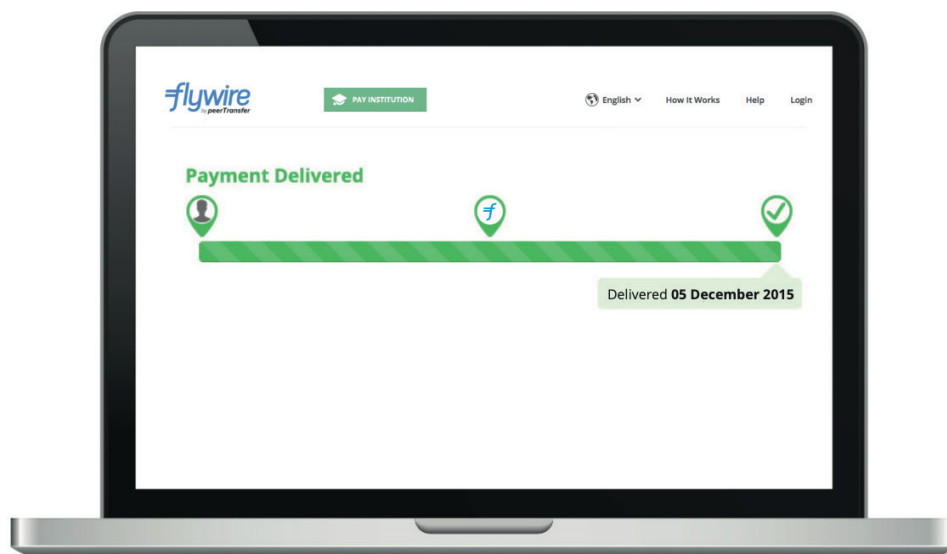
or no, thank you.

the Payment ID shown is included in the payment description or reference field. Otherwise, delays in processing your payment may occur. Need to print the bank instructions or get an authorization letter.

# Step 8:

## Track Payment Status Online

- Your dashboard 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 Flywire asking if you need more time, want to cancel, or have already sent your payment.
- Should you have any questions along the way, contact Flywire 24x7 via email, live chat, or phone.



# Step 9: Upload Payment Receipt

- Make sure to click on “[Download Payment Receipt](#)” and upload the receipt via the website to complete the registration.

Status ● Payment pending [Why is my payment pending?](#) Payment ID APU712386085

You send to Flywire Asia Pacific University of Technology & Innovation (APU) receives

¥7,600 \$50.00

**Flywire is waiting to receive your funds.**

**Now, you need to make a bank transfer from your bank account to ours no later than August 30, 2023**

**How can I complete my bank transfer?**  
You will need to complete your bank transfer outside of Flywire's platform via online banking, telephone transfer or by visiting your local bank branch in person. [More info](#)

Please use the payment instructions below to transfer your funds to Flywire. Keep in mind that it will take 2-3 business days for us to receive your payment.

**Payment instructions**

Amount to pay	<b>¥7,600</b>
Reference / Payment ID	<b>APU712386085</b> <small>You must include this reference so we can identify your payment</small>

**Add this payment to your Flywire account**  
[ADD PAYMENT](#)

**Manage your payment**

- [Edit payment details](#)
- [SMS notifications](#)
- [Change payment method](#)
- [Cancel payment](#)
- [Download payment receipt](#)

Your payment receipt is not available for download until after the payment reaches its destination

## PROOF OF PAYMENT

Paper ID: *(Required)*

Paper Title: *(Required)*

Main Author: *(Required)*

Affiliation: *(Required)*

Email: *(Required)*

**Proof of Payment: *(Required)***  
Choose file No file chosen

[Submit](#)

# 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

Email: [support@flywire.com](mailto:support@flywire.com)

Online: [flywire.com/help](https://flywire.com/help)

The screenshot shows the Flywire website's help page. At the top, there is a navigation bar with the Flywire logo, a 'PAY INSTITUTION' button, and links for 'English', 'How It Works', 'Help', and 'Login'. The main heading is 'Have a question?' followed by a search bar with the placeholder text 'Ask and you shall receive' and a 'SEARCH' button. Below the search bar is a 'Getting started' section with the text 'We'll show you how to make a payment with Flywire - quickly and easily!' and a list of common questions: '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', and 'Do I have to fill out the payment request form every time that I send money?'. A 'View All Questions »' link is also present. To the right, there is a 'Need Immediate Help?' section with contact information for various regions: USA & CANADA Toll free (+1 800 346 9252), USA Local number (+1 617 207 7076), Spain (+34 96 065 3947), Australia (+61 (2) 800 69 729), United Kingdom (+44 (20) 32 394 729), Hong Kong (+852 81 703 729), Skype (Click here to call us), and Email (support@flywire.com). Below this is a QR code for WeChat live support. At the bottom right, there is a promotional banner with a lightbulb icon and the text 'Share your great idea with us! Make Flywire better'. The 'Categories' section lists various topics such as 'Most Commonly Asked Questions', 'About Flywire', 'Booking a payment', 'Transferring funds', 'Tracking My Payment', 'Credit Card Payments', 'Payments from China - General Information', 'Payments from China - 国内银行间人民币转账 Domestic Interbank RMB Transfer', 'Payments from India', 'Payments from Korea', 'Key Information For Institutions', and 'Security'. The 'Tutorial Videos' section features three video thumbnails: 'How to make a payment', 'Where is my money', and 'How to calculate the foreign currency exchange rate'.