

# International Student Payment Options & Instructions

Instructions for International **Wire Transfers** via WaveNet/**Western Union**.

*\*Please include the student's Campus-Wide ID (CWID) number and the **full name**.*

## STEP 1

### Access Student Account Through WaveNet

- ✓ Log onto **WaveNet**.
- ✓ Determine how much you are going to pay on your Pepperdine student account.
- ✓ If you are not the student and you wish to make a payment on their behalf, the student will need to grant you Guest Access. **Guest Access** instructions?
- ✓ Temporarily enable pop-ups in your computer's browser.
- ✓ Select "**Make a Payment**".

## STEP 2

### Get a Quote

- ✓ Select "**International Wire Transfer**" as your payment method.
- ✓ Enter foreign currency information: **country of the currency** you will be paying in (not country of citizenship), the preferred currency, and other required information. An exchange rate quote will automatically be generated.
- ✓ The exchange rate quote will be valid for **72 hours** (3 calendar days) and then will expire. *Future transactions will require a new quote.*
- ✓ **PRINT OUT** Western Union payment instructions.

## STEP 3

### Bank Transfer

- ✓ Within **72 hours** (3 calendar days) of receiving the quote, submit the Western Union payment instructions to your local bank to authorize a bank-to-bank transfer.
- ✓ Your local bank will transfer the funds to Western Union's local bank.
- ✓ Western Union will transfer US Dollars to Pepperdine University's bank.

## STEP 4

### Payment Finalized

- ✓ Pepperdine University will post the US Dollar equivalent to your student account once the bank receives the funds, typically **7-10 business** days after you have made the payment at your bank.



**Have Questions?** Contact Student Accounts!

- ✓ Phone: +1 310.506.8000
- ✓ Email: [SeaverSA@pepperdine.edu](mailto:SeaverSA@pepperdine.edu)
- ✓ Website: <https://seaver.pepperdine.edu/studentaccounts/>