




**Andrews University**  
*General Accounting*  
*Payer Guide*

[PayAndrews.Flywire.com](https://PayAndrews.Flywire.com)

**flywire**


# Step 1: Navigate to PayAndrews.Flywire.com

Enter amount owed and select the country you are paying from.




**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?



Learn how to make a payment with Flywire



## 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**

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

### Why pay through Flywire?

- 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. Flywire 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.



# Step 2: Select Payment Type

- 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.
- 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 Flywire offers a “Best Price Guarantee” for the bank transfer option to ensure you a competitive exchange rate.

### Payment



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Payment Options	Cost
<p><b>Pay in INR with A2 Pickup or Drop Off Service</b></p> <ul style="list-style-type: none"><li>- Supports transfers from ALL Indian banks</li><li>- Payment methods: National Electronic Fund Transfer (NEFT)/Real Time Gross Settlement (RTGS).</li><li>- A2 form picked up by courier or dropped off at one of 4,400 partner locations in India. (Price inclusive of fees and service tax)</li></ul>	<b>6,905.00 INR</b>
<p><b>Debit/Credit Card in INR</b></p> <p>Use this option for cards issued in INR</p> <p>Supports  </p>	<b>7,163.00 INR</b>

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



## Step 3: Login/Create Account & Enter Personal Detail

- Enter Your name or **Company Name**, email, and password to create a Flywire 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 blue Continue with Payment Button.

Flywire Account

Create a new account  
 Sign into an existing account

\* First / Given Name

\* Last name / Surname / Family name

\* Email

\* Password

\* Password Confirmation

By clicking "CONTINUE WITH PAYMENT":  
[Use and Privacy Policy.](#)

**If sending money from a company, Enter **COMPANY** name here**

Create a new account to...

- Send payments to Andrews University - General Accounting Office (Non-Student Payments)

any questions

Contact Information

\* AU Department Name

\* AU Contact Name

Invoice Number (if applicable)

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

**Enter payment information in 'Contact Info' boxes**

**flywire**

**CONTINUE WITH PAYMENT**

# 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 complete the payment. (If you need more time, our Customer Support Department can allow for an extension.)
- Click the blue Continue with Payment Button.

Contact Information			
AU Department Name	<b>TEST</b>	AU Contact Name	<b>Test</b>
Invoice Number (if applicable)	-		

Payer Information			
First name of Payer	<b>Test</b>	Middle name	-
Last name	<b>Test</b>	Address 1	<b>Test</b>
Address 2	-	City	<b>TEst</b>
State / Province / Region	-	ZIP / Postal Code	-
Country	<b>India</b>	How can we reach you via phone if there are questions with your payment?	<b>+34 834 32 32 1</b>

I will initiate my payment of **6,905.00 INR** no later than **Feb 05**. [?](#)

[CONTINUE WITH PAYMENT](#) or [Edit payment information](#) [Click for Live Help](#)



# Step 5: Review Payment Instructions (Wire Transfer)

- 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.
- Please follow the banking instructions asap for prompt delivery of your funds to Andrews University.
- Flywire will convert to USD for the University.
- **IMPORTANT:** Your payment ID is only valid for this payment. Every payment requires a unique Flywire payment ID. This facilitates the payment tracking process.

### 100.00 USD to Andrews University - General Accounti...

Payment ID	Payment to Send	Created on	
ANP682444856	6,905.00 INR	February 2, 2016	<a href="#">View all details</a>

Follow the instructions below

Andrews University - General Accounting Office (Non-Student Payments) has partnered with peerTransfer and Muthoot Finance to transfer your payment.

Follow these steps to complete your payment:

- 1 Make your payment of 6,905.00 INR.**

Make the payment with your bank either online or at a branch with National Eletronic Fund Transfer (NEFT)/Real Time Gross Settlement (RTGS)  
Please use the following bank details when sending your funds.

Payment ID:	
Beneficiary:	
Beneficiary Account Number:	
Account Type:	
Beneficiary Bank:	
Beneficiary Bank Address:	
Branch Name:	
IFSC:	
Notes:	


**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

**Payment to Send** **Created on**

**Notes:**  
Please allow up to 72 hours for Flywire to update your payment status. We will email you once funds are received. Please call any of the following numbers if you need help completing your payment. You must call our local representatives in India to arrange the delivery of the A2 form. Please call Monday to Saturday from 9 AM to 6 PM (IST): Land Line: +91-484-6690533 +91-484-6690534 +91-484-6690535 Mobile: +91 9249 490 345 PLEASE SEND A COPY OF THE A2 FORM SIGNED BY THE REMITTER ALONG WITH THE REMITTER'S/APPLICANT'S ID TO peerdocuments@muthootgroup.com. ACCEPTED IDS: PASSPORT, DRIVER'S LICENSE, VOTER ID, ADHAR CARD. (PAN CARDS NOT ACCEPTED).

[Need to print the bank instructions or get an authorization letter for your school?](#) 



# Step 5: Review Payment Instructions (Credit Card)

- 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 funds will not be received immediately as your payment still needs to be processed and delivered to Andrews University.
- 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 Flywire payment ID. This facilitates the payment tracking process.



The screenshot shows a payment review form with the following details:

- Payment reference: CMU218764935
- Payment method: Visa (with VISA logo)
- Description: 25,000.00 USD to Carnegie Mellon University
- Amount: EUR 20895.00

**Card details**

\* Indicates a required field

- \* Card number: [input field]
- Security Code: [input field]
- \* Expiry date: [dropdown menu]
- \* Cardholder's name: [input field]

**Cardholder's address**

- Address 1: [input field]
- Address 2: [input field]
- Address 3: [input field]
- Town/City: Valencia
- State: [input field]
- ZIP code: 45062
- Country: Spain
- Telephone: +34 96 065 3947
- Fax: [input field]
- Email address: johnstudent@gmail.com

**Payment to Send** [input field] **Created on** [input field]

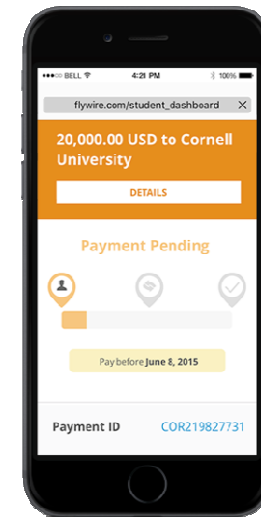
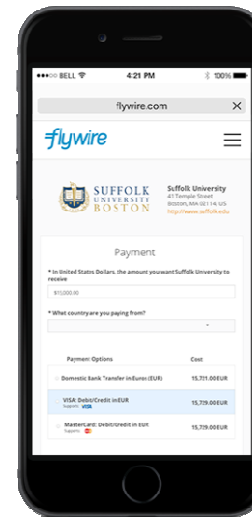
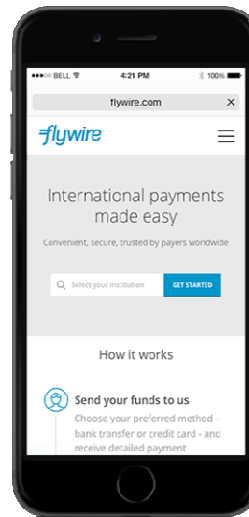
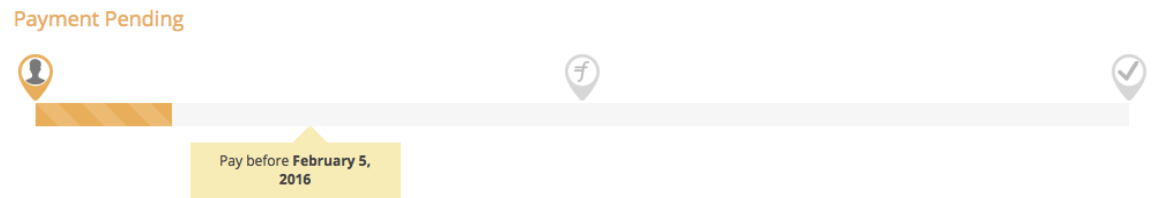
**Want to receive SMS/text updates on your payment?**  
Enter your mobile number to get alerts when we receive and deliver your payment.  
Message and Data Rates May Apply

[input field] +1 201-555-5555 **KEEP ME UPDATED** or no, thank you.

**Make Payment** **Cancel Payment**

# Track Your Payment:

- 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 Andrews University.
- Keep in mind that Andrews University 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.





# 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

## Online

Flywire.com/help

## Live Chat

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



How It Works

Help

Login

## 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 »](#)

## Need Immediate Help?

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

South Korea +82 (70) 78 479 729

Skype [Click here to call us](#)

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

WeChat QR code for Chinese live support

