## How To: Making International Payments Via Flywire

NOTE: This payment option is not available for group registrations.

1. Proceed through the registration process as usual. Once on the payment selection page, select the radio button beside of the "International Payment" option, review/agree to the registration policies, and select the "Continue Checkout" button to be redirected to the Flywire to complete your payment.

Cart				
Item		Selected Ontions	Quantity	Subtotal
Tem		Selected Options	Quantity	Subtotal
0 100	urse) st 1000 - 654321	Fee: TEST \$1.00	1	\$1.00
			Subtotal	\$1.00
			Total	\$1.00
		Other methods		
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2. Once the Flywire payment page loads, use the "Country or region" drop-down to select where your payment will originate.

I. 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	Virginia Tech Conti Professional Educa	nuing and tion receives	
	Country or region *	^	\$ Amount * 1.00		
	Afghanistan	6	Amount will be formatted in the case United States Dollars. i.e. 1	destination currency, in this 0,000.00 for ten thousand	
	Albania				
	Algeria			NEXT $ ightarrow$	
	American Samoa				
	Andorra				
		•			

3. After selecting the country/region, select the "Next" button to continue.

1. Payment Info	2. Payment method	3. Payer Info	4. Info fo	or the receiver	5. Review & Confirm	6. Make payment
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	Country or region * Canada	~	s	Amount * 1.00		
			Amount v case Unit USD.	ill be formatted in th ad States Dollars. i.e.	e destination currency, in this 10,000.00 for ten thousand	

4. All available payment options for the selected country/region will be displayed. Review the available options and select the "Select" button beside of your desired payment method.



5. Complete the Payer Information section by entering all relevant information, review/agree to the Flywire terms, and select the "Next" button to proceed.

1. Payment Info	2. Payment method	3. Payer Info	4. Info for the receiver	5. Review & Confirm	6. Make payment
		Payer ir	nformation		
	(*) required field				
	Email *		First name *		
	Middle name		Family name *		
	Address 1*		Address 2		
			Address 2		
	City *		State / Province / Region		
	Zip code / Postal Code		+1 ~ Phone number*		
			Receive text notificatio	ns on your payment	
	I would like to rece	ive emails from Flywire ab	oout future discounts, promotions	and offers	
	I have read, unders	stand, and agree to the Fly	wire Terms of Use and Privacy Po	licy	
				$_{ m NEXT}  ightarrow$	

6. Within the "Program Name" textbox, enter the name of the program/course/conference that you wish to register within. Your first and last name will be pre-populated, but be sure to enter your email address within the applicable textbox. After completing all required data entry, select the "Next" button to proceed with your registration.

1. Payment Info	2. Payment method	3. Payer Info	4. Info for the receiver	5. Review & Confirm	6. Make payment
	Informatio	n for Virgi	nia Tech Contir	nuing and	
		Profession	nal Education		
	(*) required field				
	Participant Informa	tion			
	Program Name *				
	Individual Participa	nt Information			
	inuiviuuai Farticipa	int information			
	(Skip if paying for a grou	p)			
	First Name		Last Name		
	Test		Test		2
	Email Address				
				NEXT $\rightarrow$	



7. Review all information entered on the previous pages and select the "Pay" button to proceed.

8. The payment page will appear with instructions as to how you can pay depending upon your previously selected payment method.

You will also receive an email from <u>support@flywire.com</u> (as shown within image 8A below) with instructions.

After making your payment or following the provided instructions, select the "Return To Cart" button to be redirected back to the registration system (as shown within image 8B below).

1. Payment Info	2. Payment method	3. Payer Info	4. Info for the receiver	5. Review & Confirm	6. Make payment
	Please initiate your	r payment of <b>C\$2.00</b> no lat	er than your Flywire due date	e of March 18, 2021.	
tatus 😑 Payment per	nding Payment ID VPE4	67718967			
You send to Flywire				Virginia Tech Continuing ar	nd Professional Education receive
C\$2.00				\$1.00	
۹			f		i.
Fit	wire is waiting to				
	our your runas.				
				F	RETURN TO CART
Decement	de la Ur				
Payment	details			Add this	aumont to your
				Flywire ac	count
Cardholder's n	Jame	Cardholder's surna	ame		ADD PAYMENT
Card number	Ē	Expiry date (MM/Y	Y) CVV	D	
				Manage y	our payment
Save card f	or future payments			A Fully	
_				D Edit pay	ment details
		PAY		SMS noti	
					ifications
				Cancel p	ifications payment

## Image 8A – Flywire Confirmation Email

Selecting the "View Instructions" button will load the payment overview page within Flywire to see specific instructions regarding your desired payment method, as well as the status of your payment.

S	Flywire Support <support@flywire.com> Heads up! Additional action may be required to process your pa</support@flywire.com>
fthere	are problems with how this message is displayed, click here to view it in a web brows
	=fli mire
	Jigwille
Thai	ks for choosing Flywire for your payment!
Here	are the next steps:
lf yo	u did not initiate your transfer with your bank: Please click
belo	w for instructions on how to complete your payment of USD
\$1 t	o Virginia Tech Continuing and Professional Education before
18 N	1arch 2021.
lf ya	u already initiated your transfer with your bank: You're all
set.	It typically takes 2-3 business days to receive your bank
tran	sfer payment. You'll hear from us again when the payment is
com	plete or you can track your payment status anytime.
	VIEW INSTRUCTIONS
You	unique payment reference is VPE467718967.
Thai	ik you!

## Image 8B – Confirmation Page within Registration System

VIRGINIA TECH. «MA	NIN CPE SITE			welco کچ	me	Log Out
St	tudent Portal <b>HOME</b> A	bout Programs	Programs by Location	Student Services		
Flywire Payment Initia	ited					
Your shopping cart has been forwarded	d to the Registration for proce	ssing,				
The Payment ID for your Flywire payme	ent is: VPE467718967.					
You should receive an email from Flywi the associated Payment ID will be listed	re with a link to access, track, l above; otherwise it will appe	and manage your pay ar as 'Pending'.	ment. If we have received	notification from Flyv	vire of your payme	nt request,
Depending upon the payment method credit card or other online payment me certain to complete all the steps in Flyw payment has been confirmed.	you selected, the time require ethods, your request will be pr vire to initiate the transfer. It n	d to confirm your pay ocessed as soon as po nay take up to 72 hour	ment and process your rea ossible. If you have chosen rs for Flywire to receive the	gistration may vary. It to pay by internatior funds. A confirmatic	f you have chosen tal bank transfer, p on will be sent whe	to pay by lease be n your
Click here to view your international par cancel your payment prior to progessin	yment (Flywire) initiated reque g.	ests pending staff pro	cessing within the Student	Portal. Please email	cpeinfo@vt.edu if y	rou decide to
CONTACT	EXTERNAL	. LINKS		JOIN MAILING LIST		
702 University City Blvd. Mail Code 0272	Campus M About the	laps & Locations Blacksburg Area		Your Email		Sign Up
Blacksburg, VA 24061 USA J 540-231-5182 Cpeinfo@vt.edu						

9. <u>Once the payment has been initiated via Flywire, it may take up to 72 hours before the funds are</u> received by Virginia Tech. After the money is delivered to Virginia Tech, you will automatically receive your Registration Confirmation and Receipt emails from the registration system confirming your enrollment into the desired program/course/conference.

Reminder: You can always check the status of your payment by using the applicable link within the Flywire Confirmation email (as shown within Image 8A).

You can learn more about making payments via Flywire by visiting the following page:

https://www.flywire.com/how-it-works