

## Instructions on How to Make an E-Payment via the Education Records System (EduRec)

**Important:** Turn off the pop-up blocker or allow pop-ups in your internet browser. Choose the appropriate link [here](#) for your internet browser.

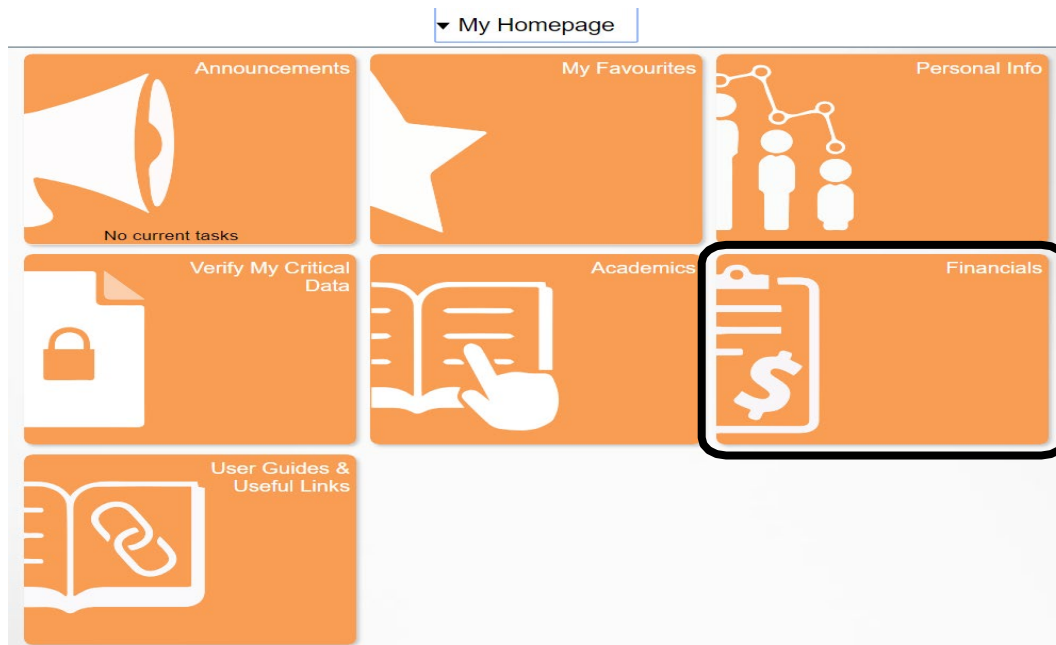
### Step 1:

- Login to EduRec at <https://myedurec.nus.edu.sg> using your NUSNET ID and new NUSNET password.

#### **Note:**

**When prompted to sign in with your organisational account, please use 'nusstu' which is the domain for NUS students, and enter your user ID as e.g. 'nusstu\NUSNET ID'.**

- Upon logging in, click on 'Financials' under My Homepage:



### Step 2:

Click on 'Manage Student Financials':



### Step 3:

Click on 'Make a Payment':

**Student/Preliminary Bill**

**Student/Preliminary Bill**

**Instructions:**

1. The Bill Type needs to be selected first for generating the bill.
2. For Student Bill, only terms which have transactions (e.g. charges, payments, and refunds) will be displayed.
3. Preliminary Bill is meant only for incoming students and not for Self-funded and Non-graduating students.
4. Preliminary Bill is not available for Special Terms.
5. In the Preliminary Bill, the Financial Aid amount displayed / printed may be different than the amount/ percentages entered.
6. You would be charged late fee if you enter fictitious Financial Aid amount / percentage while generating the Preliminary Bill.
7. For payment notice, please click <http://www.nus.edu.sg/finance/NoticeonPaymentofFees.html>
8. For all payments made by student or third party, please indicate the student's ID and name or NUS' invoice number.

Business Unit: National University of Singapore

\*Bill Type:

### Step 4:

Select the option 'Education Records System':

**NUS**  
National University of Singapore

Payment Home My Account Sign out Feedback E&M Cart Empty

Home

Account Dashboard

Past Payments

Student Account Balances

Education Records System	\$0.00
NUS Libraries	\$0.00

Personal Details

Name

Email

Contact number

### Step 5:

- No fees will be reflected/charged at this juncture. Enter the Payment Amount for the Miscellaneous Student Fees (MSFs) and click 'Add to Fees and Charges Cart':
- Click "Add to Fees and Charges Cart".

### Education Records System

Please complete the following details

Please make payment at least **3 days** after you have completed Registration Part One, as your student ID will only be available in NUSFastPay at that time.

Please access Education Records System if you need more information on your outstanding tuition and other miscellaneous student fees.

Matric ID \*

Debit Balance: \$20,411.21

Payment Amount \*

**Note:**

1) Please refer to the following table to determine the amount you are required to pay. Fees for AY2023/24 are subject to changes without prior notice. Please check your student bill in late January 2024.


Category of Non-Graduating student	One Semester (i.e. Semester 2 of AY2023/24)	Two Semesters (i.e. Semester 2 of AY2023/24 and Semester 1 of AY2024/25)	Remarks
<b>Exchange</b> students from one of NUS partner universities	SGD148.89	SGD297.78	MSFs should be paid <u>before</u> completing Registration (Part Two).
<b>Singapore Universities Student Exchange Programme (SUSEP)</b> students	SGD64.89	N.A.	
<b>Non-Exchange Coursework</b> students (Special Programmes) - <b>3+1+1</b> - <b>Zhufeng</b> - <b>SoC-NGNE</b>	SGD163.01	SGD326.02	MSFs should be paid <u>before</u> completing Registration (Part Two). <i>Payment of <b>Tuition Fees</b>: Can be done after Instructional Week 2. Please check your Student Bill for the final amount.</i>
<b>Non-Exchange research</b>	SGD1,463.01	SGD2,926.02	MSFs and Research Fees should be paid <u>before</u> completing Registration (Part Two), unless otherwise informed by your research supervisor.

<b>NUSHS Non-Exchange students</b>	Refer to the <b>administrative notes <a href="#">online</a></b> and make payment accordingly <b><u>before</u></b> completing Registration (Part Two).
<b>iBLOC and Special Term RNS students</b>	Refer to the <b>administrative notes <a href="#">online</a></b> and make payment accordingly <b><u>before</u></b> the fee payment deadline.
<b>H3/SRP/HSSR and SCELSE NTU students</b>	Please refer to your Student Bill (charged after Week 2) for payment, if any. No prior payment is required at the point of registration.

Click “Process Payment”:

### Fees and Charges Cart

This is a list of your payment selections. To proceed, please select Process Payment. To add more items to your Fees Cart, please use the menu option to navigate to Student Fees & Charges. **With effect from 1 Jan 2024, a card/eWallet processing fee of 1% will be applied to all payments made using Visa, MasterCard, Amex, or Alipay. No processing fee is charged for using PayNow QR and Convera in NUSFastPay.**

Education Records System (Tuition Fees & other fees)		<a href="#">Remove</a>
	Name: 167871R, Name (A0167871R)	
	Quantity	1
	Item: Amount	\$50.00
	<b>Total</b>	<b>\$50.00</b>
<b>Grand Total</b>		<b>\$50.00</b>
		<a href="#">Process Payment</a>





Click the “Convera” tile, if you don’t have a bank account in Singapore:

[Payment Home](#)   [My Account \(031362W,\)](#)   [Sign Out](#)   [Fees Items: 1 Total: \\$50.00](#)

Home > Student Fees & Charges > Charges >

### Payment Method

This is a list of different ways you can pay for your selections. To proceed, please select the following.

 <p><b>PayNow</b> Pay by scanning a QR code with your device. <b>No processing fee applies.</b></p>	 <p><b>Convera</b> Wire transfer for international students (For EduRec's fees only). <b>No processing fee applies.</b></p>	 <p>Pay by Visa, Mastercard, Amex or Alipay <b>1% card/eWallet processing fee applies</b></p>	 <p><b>Third Party Payer</b> Valid to: 12/12/2023 Authorise a third party to make payment.</p>
--	--	--	--

Enter your NUS email address to receive the NUSFastPay receipt. Click “Continue”:

Payment Home My Account (167871R) Sign Out Fees Items: 1 Total: \$50.00

Home > Student Fees & Charges >

### Customer Details

If you wish to have a receipt emailed to you following payment, provide your email address here.

Email Address  
t0915910@u.nus.edu

Continue Select a different payment method

© Copyright National University of Singapore. All Rights Reserved.

Read the message below and Click “Continue”:

When you click the **Continue** button below you will be redirected to Convera to complete the payment. Your details will be authorised by Convera and will not be passed back to us. We do not store these details within our own organisation, thus preserving your right to privacy and protection of your details from unauthorised access.

Payment ID	OSPP00186718
Amount	\$50.00

Amount Payable  
\$50.00

Continue

Select a different payment method

© Copyright National University of Singapore. All Rights Reserved.

You will enter the Convera page. Select the country where your bank account is located. Click “Get a quote”:

convera Make your payment Track your payment Tips & FAQs EN

## PAY STUDENT FEES WITH YOUR HOME CURRENCY

Where is your bank located?  
Japan

[View if my country not listed?](#)

Tuition Fees  
SGD 50

Get a quote

\*\*\*\*\*DEMO / UAT Version\*\*\*\*\*

By clicking "Get a quote" you agree:

1. To provide your personal information to Convera
2. The information that will be provided in the "Payment Details" page is correct
3. You acknowledge that your payment will be reflected in NUSFastPay and EduRec within 3 working days after you have paid to Convera

If it is not reflected, please raise a ticket at NUSService Hub

Select the currency that you want to pay in. You will see the amount you have to pay in that currency:

Enter your first name and last name. Click Next:

Select the payer, and enter all the info in the page below. Read the Terms of Use and Online Privacy Statement. Click “Proceed to payment”:

Step 3 of 4

### 3. Payer's Details

We require this information to process your payment

Who will be making this payment?

Student

Someone else

**Payer's personal details**

Payer name \*

Test Payer

Payer's email address \*

This is to send confirmation of this payment

10915990@nu.nus.edu

**Payer's billing address**

Country \*

Japan

**Payer's Bank Details**

Bank Name \*

Mizuho Bank

Bank Country \*

Japan


Language \*

English

I agree to the [Terms of Use](#) and have reviewed the [Online Privacy Statement](#)

I would like to receive emails from Convera about future promotions and offers

**Payment Details**



NUS DEMO will receive **\$6.00 SGD**

You are paying **4,095.00 JPY**

© Copyright National University of Singapore. All Rights Reserved.

- Note down the Reference Number starting with “ESG”. This is your quote reference.
- Click “Download Instructions”

Step 4 of 4

### 4. MAKE PAYMENT

**Payment is not yet complete**

Please complete your bank transfer to Convera via online banking, phone transfer or by visiting your local bank branch before **15:57 pm 18/10/2023**.

A copy of these instructions was sent to the payer email address provided during checkout.

---

<b>Reference Number:</b> ESG62893-SC6705352	<b>Payer Name:</b> Test Payer
<b>Date:</b> 17/10/2023	<b>Recipient:</b> NUS DEMO
<b>Amount in Payment Currency:</b> 4,095.00 JPY	<b>Recipient Will Receive:</b> 50.00 SGD

---

Notify me by SMS when my payment is sent to my institution.

**Note:** Payments made to our bank account can only be received by bank transfer. Cheque or cash deposits will not be accepted and will not be returned to the sender. Funds received after the 24 hour cut off may be subject to a new rate. Custom House Financial (UK) Limited conducts business under the trading name Convera. This bank account is used to receive payments on behalf of your institution.

© Copyright National University of Singapore. All Rights Reserved.

Follow the instructions on the screen below to complete the payment at your bank’s portal, paying to Convera the foreign currency amount (from Convera) and quoting Convera’s Reference number (starting with “ESG”) in the “Payment Description” field in your bank’s portal:

## How to complete your payment **convera**

This quote can only be used for one (1) payment and is valid until 09/02/2023 10:46:06 SGT

- 1

**Generate a Quote**

You have completed step one by generating a quote and you are on the way to sending your payment.
- 2

**Log into your online bank account**   OR   **Go to your local bank branch**

Use the below details to set up your payment online.      Take this page into your bank and they'll do the rest. **Important: you cannot pay by cash or cheque.**

**Bank Instructions**

Please use bank sort code and account number for local domestic transfers.  
For all cross-border payments please use all account details provided below.

<p>Payment reference <b>must</b> be included or your payment will not be processed.</p> <p><b>Payment reference</b> CSGDEMOSG5673504</p> <p>Make sure the currency you have quoted is the currency you're going to send.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Currency</th> <th style="text-align: left;">Amount to be paid</th> </tr> </thead> <tbody> <tr> <td>GBP</td> <td>8,376.15</td> </tr> </tbody> </table> <p><b>Note:</b> Convera may use bank accounts held under the names of other legal entities, such as "Custom House Financial (UK) Limited," or "Western Union Business Solutions."</p>	Currency	Amount to be paid	GBP	8,376.15	<p><b>Beneficiary</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Name</td> <td>Western Union Business Solutions</td> </tr> <tr> <td>Address</td> <td>12 Appold Street</td> </tr> </table> <p><b>Beneficiary Bank</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Name</td> <td>Barclays Bank PLC</td> </tr> <tr> <td>Address</td> <td>1 Churchill Place</td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Bank Sort Code</td> <td>200605</td> </tr> <tr> <td>Account/IBAN</td> <td>23908119 / GB76BARC20060523908119</td> </tr> <tr> <td>SWIFT</td> <td>BARCGB22</td> </tr> </table>	Name	Western Union Business Solutions	Address	12 Appold Street	Name	Barclays Bank PLC	Address	1 Churchill Place	Bank Sort Code	200605	Account/IBAN	23908119 / GB76BARC20060523908119	SWIFT	BARCGB22
Currency	Amount to be paid																		
GBP	8,376.15																		
Name	Western Union Business Solutions																		
Address	12 Appold Street																		
Name	Barclays Bank PLC																		
Address	1 Churchill Place																		
Bank Sort Code	200605																		
Account/IBAN	23908119 / GB76BARC20060523908119																		
SWIFT	BARCGB22																		

- 3

**Track your payment**

Please allow 5-7 business days for the money to reach your institution.

[students.convera.com/#!/tracking](https://students.convera.com/#!/tracking)

**NUS**  
National University of Singapore

**Email us at: StudentSupport@convera.com**

Please include payment reference number and proof of payment for prompt response and resolution.

### Tracking of payment status

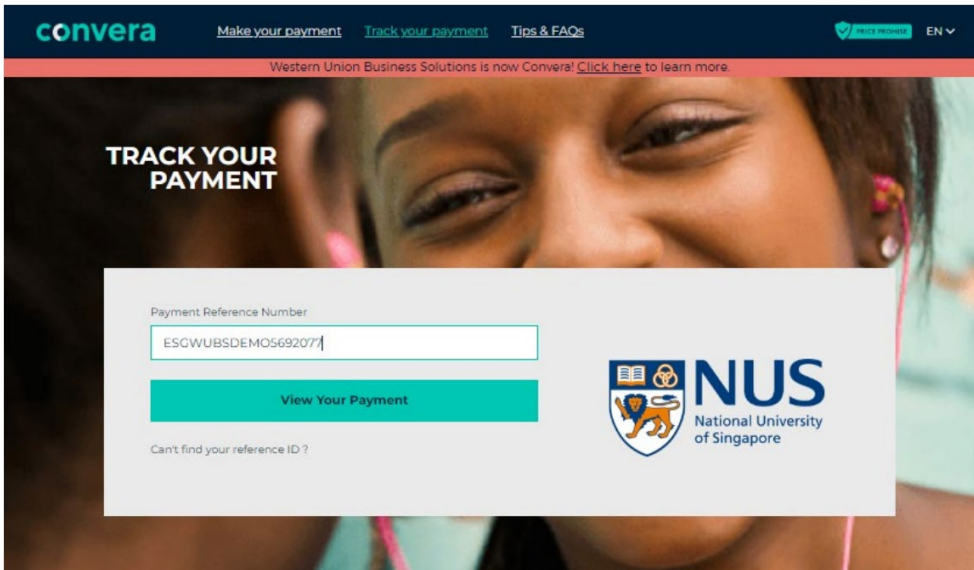
There are three stages:

- 1) Quoted and waiting for payment: You will be directed to complete your payment through the provider you selected. Arrange for payment to be processed before the quote expires.
- 2) Funds received by us. Convera processing generally takes between 3-6 business days.
- 3) Payment sent. The funds have been sent to the intended recipient.

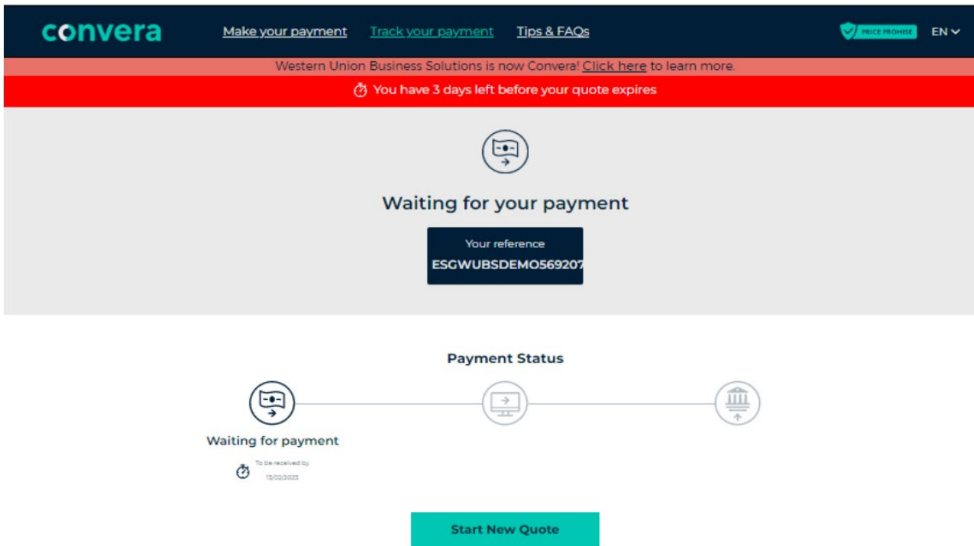


You can trace the progress of your payment via any of the following options:

- a. Convera platform (<https://students.convera.com/geo-buyer/nus>)
  - Select “Track your payment”. Enter the payment Reference and click “View Your Payment”.



Payment status will be displayed.



b. Enter your mobile number at Convera website to receive SMS updates (only applicable for non-Singapore mobile numbers)

**convera** [Make your payment](#) [Track your payment](#) [Tips & FAQs](#) [Track Payment](#) EN

Western Union Business Solutions is now Convera! [Click here](#) to learn more

Step 4 of 4

### 4. MAKE PAYMENT

**! Payment is not yet complete**  
Please complete your bank transfer to Convera via online banking, phone transfer or by visiting your local bank branch before **15:55 pm 13/07/2023**.

[Download Instructions](#)

A copy of these instructions was sent to the payer email address provided during checkout.

<b>Reference Number:</b> ESC62893-SG6215922	<b>Payer Name:</b> rayne retest 15 test
<b>Date:</b> 12/07/2023	<b>Recipient:</b> NUS DEMO
<b>Amount in Payment Currency:</b> 682.57 RMB	<b>Recipient Will Receive:</b> 123.00 SGD

Notify me by SMS when my payment is sent to my institution.

**Note:** Payments made to our bank account can only be received by bank transfer. Cheque or cash deposits will not be accepted and will not be returned to the sender. Funds received after the (24) hour cut off may be subject to a new rate. Custom House Financial (UK) Limited conducts business under the trading name Convera. This bank account is used to receive payments on behalf of your institution.

How do I complete my bank transfer? [More info.](#)

If your payment is still not reflected in EduRec 3 working days after your payment to Convera, you can also:

- Email Convera at [StudentSupport@convera.com](mailto:StudentSupport@convera.com) with below details to check on the status with your Payment Reference number and Proof of payment
- Or Contact Convera at +65 6494 8280.