

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.

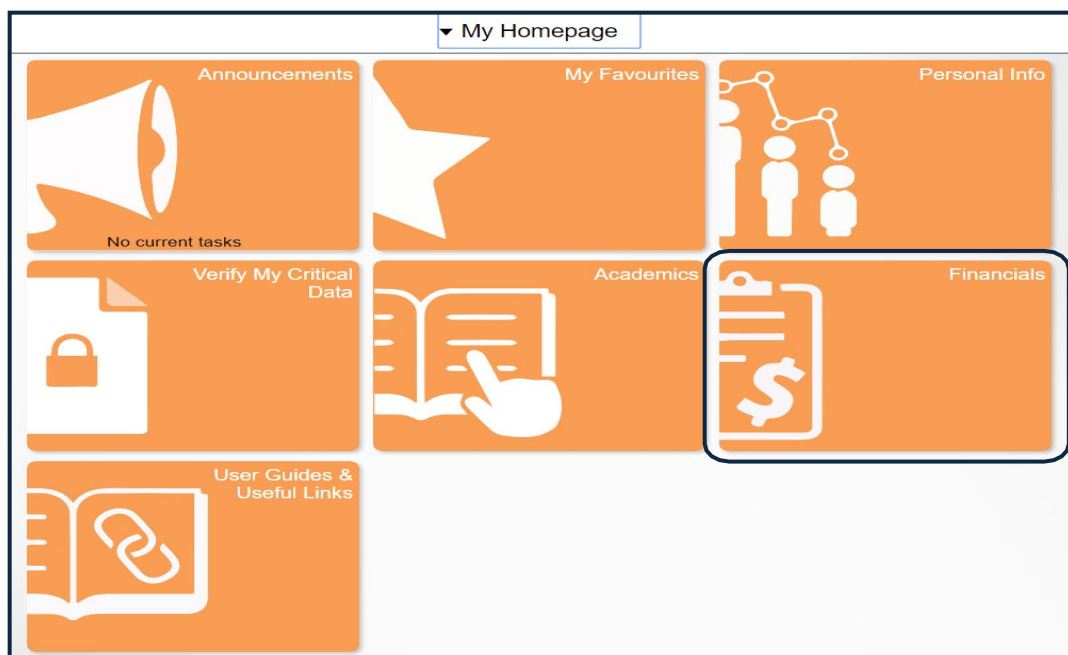
Step 1:

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

Note:

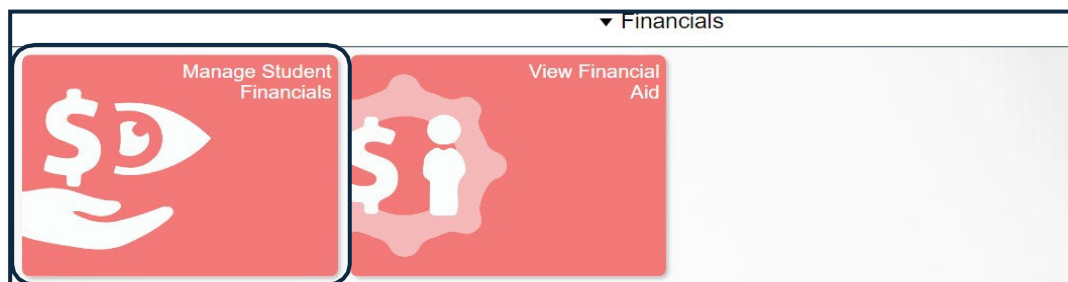
When prompted to sign in with your organisational account, please use 'nusstu' which is the domain for NUS students, and enter your user ID as e.g. 'nusstu\NUS-ID'.

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



Step 2:

Click on 'Manage Student Financials':



Step 3:

Click on 'Make a Payment':

Financials 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 clearly.

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: [REDACTED]

Email: [REDACTED]

Contact number: [REDACTED]

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".

NUS
National University of Singapore

Payment Home | My Account (Nus) | Sign Out | Fees Items: 1 Total: \$123.00

Home > Student Fees & Charges > Charges >

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 *

[Pin to account dashboard](#)

[Add to Fees and Charges Cart](#)

Note:

- 1) Please refer to the following table to determine the amount you are required to pay. Fees for AY2025/26 are subject to changes without prior notice.
- 2) You may enter the amount manually (based on the table) if paying before the semester starts.

Category of Non-Graduating student	One Semester (i.e. Semester 2 of AY2025/26)	Two Semesters (i.e. Semester 2 of AY2025/26 and Semester 1 of AY2026/27)	Remarks
Exchange students from one of NUS partner universities	SGD\$213.94	SGD\$427.88	MSFs should be paid before completing Registration (Part Two).
Singapore Universities Student Exchange Programme (SUSEP) students	SGD66.44	N.A.	
Non-Exchange Coursework students (Special Programmes) <ul style="list-style-type: none"> - 3+1+1 - Zhufeng - SoC-NGNE 	SGD\$228.06	SGD456.12	Fees should be paid before completing Registration (Part Two). <i>Payment of Tuition Fees: Can be done after Instructional Week 2. Please check your Student Bill for the final amount.</i>
Non-Exchange research	SGD1,528.06	SGD3,056.12	MSFs and Research Fees should be paid before completing


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

Step 6:

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)		Remove
Name: 167871R, Name (A0167871R)		
Quantity	1	
Item: Amount	\$50.00	
Total	\$50.00	
Grand Total		\$50.00

Process Payment

Step 7:

Select your preferred method of payment:

The screenshot shows the 'Payment Method' page on the NUS portal. The top navigation bar includes 'Payment Home', 'My Account (031362W,)', and 'Sign Out'. A shopping cart icon indicates 'Fees Items: 1 Total: \$50.00'. The breadcrumb trail is 'Home > Student Fees & Charges > Charges >'. The main heading is 'Payment Method', followed by the instruction: 'This is a list of different ways you can pay for your selections. To proceed, please select the following.' There are four payment options displayed in boxes: 1. 'PAY NOW' with a QR code icon, description 'Pay by scanning a QR code with your device.', and 'No processing fee applies.' 2. 'convera' with a wire transfer icon, description 'Wire transfer for international students (For EduRec's fees only).', and 'No processing fee applies.' 3. 'Pay by Visa, Mastercard, Amex or Alipay' with card logos, description '1% card/Wallet processing fee applies'. 4. 'Third Party Payer' with an invoice icon, description 'Valid to: 12/12/2023. Authorise a third party to make payment'. The footer states '© Copyright National University of Singapore. All Rights Reserved.'

Enter your NUS email address to receive the NUSFastPay receipt. Click “Continue” and follow the instructions accordingly to complete payment:

The screenshot shows the 'Customer Details' page. The top navigation bar is identical to the previous page. The breadcrumb trail is 'Home > Student Fees & Charges >'. The main heading is 'Customer Details', followed by the instruction: 'If you wish to have a receipt emailed to you following payment, provide your email address here.' There is a text input field labeled 'Email Address' containing the text 't0915910@u.nus.edu'. Below the input field are two buttons: 'Continue' (highlighted with a red box) and 'Select a different payment method'. The footer states 'National University of Singapore. All Rights Reserved.'

convera

Convera
Wire transfer for international students
(For EduRec's fees only).
No processing fee applies.

If you are using Convera, please note that processing takes at least a week. You should continue reading the next section:

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

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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

PAY STUDENT FEES WITH YOUR HOME CURRENCY

Where is your bank located?
Japan

Why is 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 NUS'asfPay and EduRac within 3 working days after you have paid to Convera

If it is not reflected, please raise a ticket at NUSServicehub

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

convera




PROCEED TO PAYMENT

CHECKOUT

Step 1 of 4

1. Choose a way to pay



Delivered to your institution within 3 business days

All debit and credit cards accepted


Individual card limits may apply

Chinese ID or passport required

4,095.00 JPY

50.00 SGD

Select



Delivered to your institution within 4 business days after completing payment


Make your payment from any bank

Quote valid for 24 hours

4,095.00 JPY

50.00 SGD

Select



Delivered to your institution within 4 business days after completing payment

Make your payment from any bank

Quote valid for 24 hours


36.74 USD

50.00 SGD

Select

[Show more options](#)

Payment Details



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Enter your first name and last name. Click Next:

Step 2 of 4

2. Student's Details

This is to identify the correct student details

Transaction Reference *

OSPPO0186718

First Name *

Test

Last Name *

Payer


Email Address *

t0915910@ju.nus.edu

Next you will be asked for the payer's details

Next

Payment Details



NUS DEMO

will receive

50.00 SGD

You are paying

4,095.00 JPY

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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”:

Revised: 19 Sept 2025

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

109IG910@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 ☐

Proceed to payment

Payment Details

NUS National University of Singapore

NUS DEMO will receive **50.00 SGD**

You are paying **4,095.00 JPY**

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

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**.

Download Instructions

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

Send instructions to another email address

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

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

+81 **Submit**

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.

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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.

Payment reference **must** be included or your payment will not be processed.

Payment reference

CSGDEMOSG5673504

Make sure the currency you have quoted is the currency you're going to send.

Currency

GBP

Amount to be paid

8,376.15

Beneficiary

Name

Western Union Business Solutions

Address

12 Appold Street

Beneficiary Bank

Name

Barclays Bank PLC

Address

1 Churchill Place

Note: 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."

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



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".

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


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

TRACK YOUR PAYMENT


Payment Reference Number

[View Your Payment](#)


Can't find your reference ID?




Payment status will be displayed.

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

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 You have 3 days left before your quote expires



Waiting for your payment


Your reference
ESGWUBSDemo569207


Payment Status



Waiting for payment

To be received by
15/09/2025





[Start New Quote](#)

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](#)

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.

Send instructions to another email address

Reference Number: ESC62893-SC6215922	Payer Name: rayne retest 15 test
Date: 12/07/2023	Recipient: NUS DEMO
Amount in Payment Currency: 682.57 RMB	Recipient Will Receive: 123.00 SGD

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

+ 86

Submit

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 with below details to check on the status with your Payment Reference number and Proof of payment.
- Or Contact Convera at +65 6494 8280.