

# University of Pittsburgh

## Documentation Requirements for Payments from China

### **Background on the SAFE requirements.**

In 2015, the People's Bank of China and the State Administration of Foreign Exchange (SAFE) launched a project to allow licensed Payment Service Providers (PSPs) to process cross-border foreign exchange payments from China. While reviewing the program, SAFE increased their oversight of PSPs by conducting on-site audits and aggressively enforcing existing regulations of foreign exchange transactions. SAFE's main objections are to ensure:

- (i) The authenticity of the underlying transactions,
- (ii) Accurate, complete, and timely recordkeeping, and
- (iii) That PSPs are not exceeding the scope of their license.

### **What is required from students paying from China?**

Students who process payments from China to a college or university outside of China must submit a statement\* from their college or university to their payment processor that includes:

- The college or university logo
- The student's name
- The amount of tuition and fee charges.

At the University of Pittsburgh, the [Term Statement](#) meets all of these requirements and is easy for students to generate themselves, in PittPAY.

*\*Please note that collection of this document is required regardless of who is processing the payment.*

### **How are Pitt and Flywire helping?**

It's easy to upload your [Term Statement](#) during the online processing of your international payment. This is considerably more streamlined and convenient than going to the bank, since everything can be done online.

## **Payment Instructions**

### **1. Get Started**

Once you have registered for classes and tuition and fees have been posted to your student account, use the Student PittPAY Login button at <http://payments.pitt.edu> to access PittPAY. Click Make Payment and enter your payment amount. Please do not enter more than you owe. If you do, the excess will be applied as a prepayment for a future term.

### **2. Select International Payment via Flywire**

You will be transferred to the Flywire website to continue processing your payment.

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### **3. Select China as your home country.**

Use the dropdown list to select your home country.

### **4. Select your payment method.**

Review the payment options provided and select your preferred method. Options may include bank transfer, debit/credit card in your home currency, electronic payment, or other local options.

### **5. Enter your details.**

Enter some basic information about the payer; the payer may be you or one of your Authorized Users such a spouse, parent, or friend. Then enter the information about the student. Flywire will include this information with your payment for easy identification by the University of Pittsburgh.

### **6. Upload documentation (Term Statement).**

To get your Term Statement in PittPAY, go to the Account Activity tab, find the term you need, select **Print Term Statement** from the blue bar at the top. Take a picture of this document, or save it as a PDF, so you can upload it to your international payment booking. Note: Accepted file types are PNG or JPG.

### **7. Make your payment.**

Follow the instructions provided to send funds to Flywire via your selected payment method. Flywire will email you a link you can use to track your payment, so you are not required to create a Flywire account but we recommend it. If you want to receive SMS (text) alerts to track your payment, provide your mobile phone number.

### **8. Track and confirm your payment.**

Track your payment by logging into your Flywire account at any time. Receive text and email status updates each step of the way, including a confirmation when your payment has been delivered. When your payment is received by Pitt, you will see it credited to your account in PittPAY on the Account Activity tab and Transaction History screen.

*Questions?*

*Contact Flywire's multilingual customer support, 24 hours a day, 7 days a week.*

[www.flywire.com/help](http://www.flywire.com/help) or [support@flywire.com](mailto:support@flywire.com).