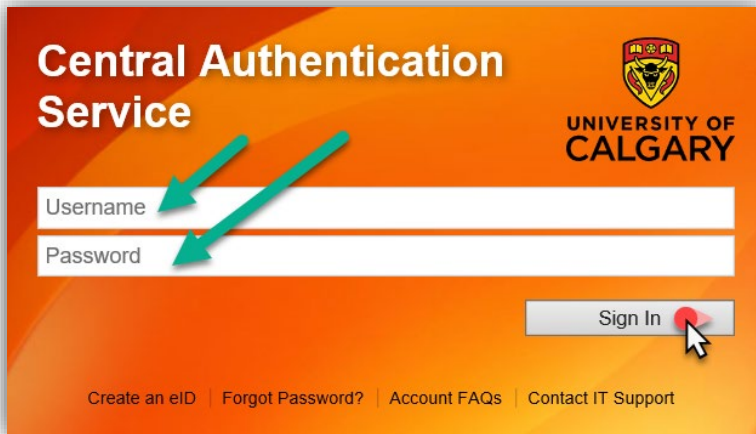


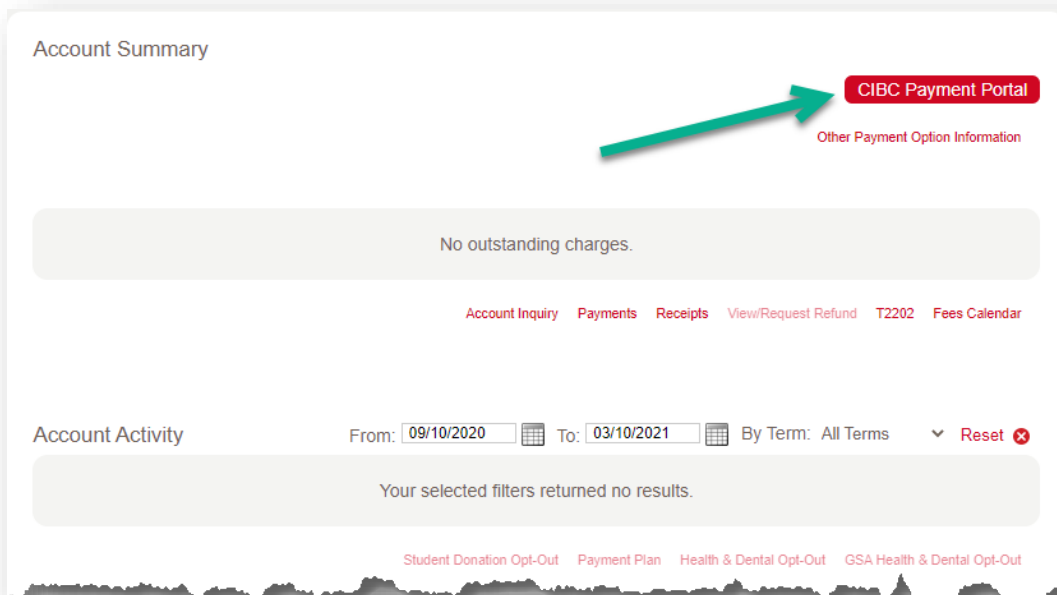
The following will guide you through how to pay your tuition and residence fees using CIBC Student Pay.

1. Log into the MyUofC portal



The image shows the Central Authentication Service login page for the University of Calgary. It has an orange background. At the top left is the text "Central Authentication Service". At the top right is the University of Calgary logo. Below the title are two white input fields: "Username" and "Password". Two green arrows point to these fields. To the right of the fields is a "Sign In" button with a mouse cursor icon. At the bottom, there are links: "Create an eID", "Forgot Password?", "Account FAQs", and "Contact IT Support".

From the **My Financials** page, select the **CIBC Payment Portal** link, or navigate to <https://www.ucalgary.ca/registrar/cibc-foip-notice>.



The image shows the "Account Summary" page. At the top left is the title "Account Summary". On the right is a red button labeled "CIBC Payment Portal" with a green arrow pointing to it. Below the button is the text "Other Payment Option Information". In the center is a grey box with the text "No outstanding charges." Below this is a row of links: "Account Inquiry", "Payments", "Receipts", "View/Request Refund", "T2202", and "Fees Calendar". Below the links is the "Account Activity" section. It has a "From:" date field with "09/10/2020", a "To:" date field with "03/10/2021", a "By Term:" dropdown menu set to "All Terms", and a "Reset" button with a red 'x' icon. Below this is a grey box with the text "Your selected filters returned no results." At the bottom are links: "Student Donation Opt-Out", "Payment Plan", "Health & Dental Opt-Out", and "GSA Health & Dental Opt-Out".

Fees & Financials

Pay your Fees with
CIBC Student Pay



- If a third party is paying fees on your behalf, select the Agent / Recruiter option. Select the fees you wish to pay and input the amounts you wish to pay. Please note, you can pay for both Residence and Tuition and General Fees in one payment; select both payment types at **Step 2** below and enter the amounts you wish to pay. Finally, select the country you are paying fees from, and select **Next**.

Make a Payment

Agent/Recruiter Details

Are you working with an Agent/Recruiter?*

☐ Yes ☒ No

Payment Type Breakdown

☐ Admission Deposit

☐ Application Fee

☐ Residence Fees

☒ Tuition and General Fee

Payment Details

Select the country you are paying from:*

New Zealand

Total Fee Due (per Acceptance Letter) (CAD)*


\$ 2,000.00

Next

3. Select the **Method of Payment**, choose the currency you wish to pay in, then select **Next**. Payment options vary from country to country, and some currencies will include a service charge. Credit Card payments are accepted, though a small service fee may be charged, which will be clearly noted. If paying by credit card, go to **Step 8**.

Payment Options

Bank Wire



- > Preferred foreign exchange rate locked in for 72 hours (no more worrying about fluctuating exchange rates)
- > Payment will be processed to your institution within 2-3 business days on average from the time that your local bank sends the funds

☐ I do not wish to use CIBC preferred Foreign Exchange rates and would like to make the payment in Canadian Dollars. Administration fees of 1.25% will be added to the payment amount as Administration Fees.

2,353.49
NZD ▾

Select

Credit/Debit Card – MasterCard

- > Transaction completed online
- > Payments will be processed to your institution within 1-2 business days on average
- > Convenience fee is charged to you by the card processor, not by your school

2,416.23
NZD ▾

Select

Convenience Fee 64.67 NZD

Credit/Debit Card – Visa

- > Transaction completed online
- > Payments will be processed to your institution within 1-2 business days on average
- > Convenience fee is charged to you by the card processor, not by your school

2,416.23
NZD ▾

Select

Convenience Fee 64.67 NZD

Previous

Next

Fees & Financials


Pay your Fees with
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- Complete the **Student Details** page; select **Next**.

Student Details


Student ID/UCID*	Student First Name*	Student Last Name*
99999999	Frodo	Baggins
Student Email Address*	Student Phone Number*	Student Cell Number
baggins@fellowship.nz	999-999-9999	
Student Home Address*	Student Home Address 2 (optional)	Country*
Bag End		NEW ZEALAND
State/Province	City*	Zip/Postal Code
The Shire	Hobbiton	

Previous  Next

- Complete **Payer Details** if the individual making the payment is not the student, such as a third party or parent. If the student is making the payment, select **Use Student Info**. Select **Next**.

Payer Details

Payer

☒ Use Student Info 

Relationship to Student

Student

Payer First Name*	Payer Last Name*	Payer Email Address*
Frodo	Baggins	baggins@fellowship.nz


Bag End

The Shire

Country*	City*	Zip/Postal Code
NEW ZEALAND	Hobbiton	

Payer Phone Number*

999-999-9999

Previous  Next

6. Review payment details. If accurate, select **Continue as Guest**, or login with a CIBC account, agree to the Terms and Conditions; select **Submit**.

Payment Details

- The Foreign Exchange (FX) rate for this payment is valid for 72 hours 06/29/2020 09:43 AM MDT
- You will not be able to submit a new bank wire payment before 72 hours have passed.
- Please confirm the following information is correct prior to submitting your payment on the portal.

Student Information	Payer Information	Payment Breakdown
Frodo Baggins (baggins@fellowship.nz) 999999999 Bag End, Hobbiton, The Shire, NEW ZEALAND 999-999-9999	Frodo Baggins (baggins@fellowship.nz) Bag End, Hobbiton, The Shire, NEW ZEALAND 999-999-9999	Payment Type : Bank Wire Tuition and General Fee : 2,000.00 CAD Total Amount : 2,000.00 CAD FX Rate Applied : 1 NZD = 0.849800 CAD You must pay : 2,353.49 NZD

Already have an account? [Log in now](#)

Don't have an account? [Click here to sign up](#)

☒ [Continue as Guest ?](#) 1

☒ [I agree to the Terms and Conditions](#) 2

[Submit](#) 3

[Previous](#)

7. Select **Download Instruction Sheet**. The Payer must bring these instructions to their local bank, where they will be able to facilitate a bank to bank transfer. **Please note:** payment is not sent to your UCalgary account until the payer completes this step through their local bank.

✓

Your Transaction is Successfully Submitted!

Please ensure your unique reference ID is included in your payment by your local bank

A confirmation mail has been sent to

baggins@fellowship.nz

Reference ID : UOC-0000000053

[Download Instruction Sheet](#) ←

Please print the instruction sheet and ensure the details are included in your wire payment.
The foreign exchange rate and Reference ID for this transaction is valid until
06/29/2020 09:43 AM MDT.

Fees & Financials

Pay your Fees with
CIBC Student Pay



8. Credit card payments are completed online, though a small service fee may be charged by the credit card company. If paying by credit card, choose one of the available credit card options; select **Next**.

Payment Options

Bank Wire	<ul style="list-style-type: none">> Preferred foreign exchange rate locked in for 72 hours (no more worrying about fluctuating exchange rates)> Payment will be processed to your institution within 2-3 business days on average from the time that your local bank sends the funds <input type="checkbox"/> I do not wish to use CIBC preferred Foreign Exchange rates and would like to make the payment in Canadian Dollars. Administration fees of 1.25% will be added to the payment amount as Administration Fees.	2,353.49 NZD	Select
Credit/Debit Card – MasterCard	<ul style="list-style-type: none">> Transaction completed online> Payments will be processed to your institution within 1-2 business days on average> Convenience fee is charged to you by the card processor, not by your school	2,416.23 NZD	Select
Credit/Debit Card – Visa	<ul style="list-style-type: none">> Transaction completed online> Payments will be processed to your institution within 1-2 business days on average> Convenience fee is charged to you by the card processor, not by your school	2,416.23 NZD	Select

Previous Next

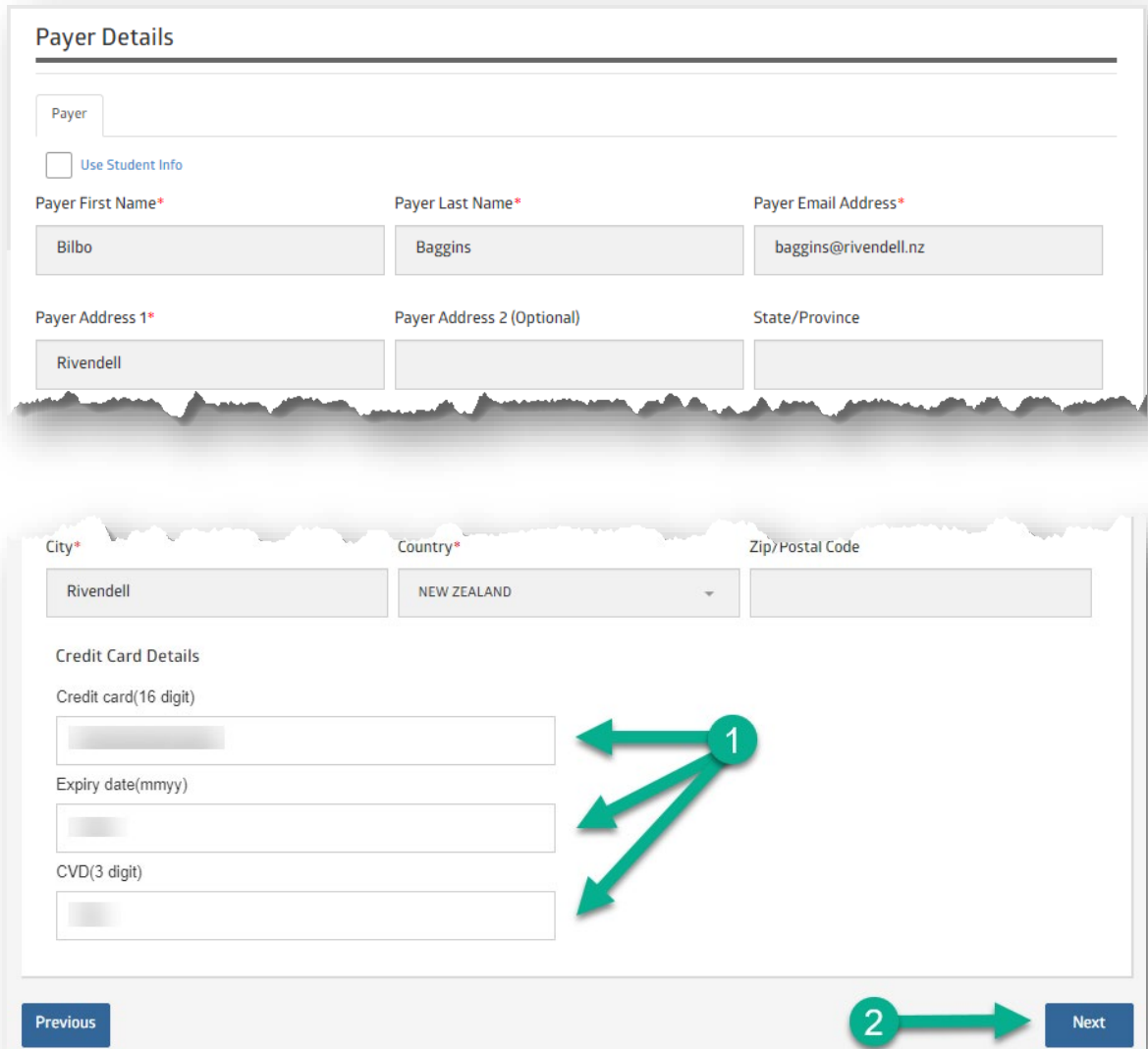
9. Complete the **Student Details** page; select **Next**.

Student Details

Student ID/UCID*	Student First Name*	Student Last Name*
99999999	Frodo	Baggins
Student Email Address*	Student Phone Number*	Student Cell Number
baggins@fellowship.nz	999-999-9999	
Student Home Address*	Student Home Address 2 (optional)	Country*
Bag End		NEW ZEALAND
State/Province	City*	Zip/Postal Code
The Shire	Hobbiton	

Previous Next

10. Complete **Payer Details** if the individual making the payment is not the student, such as a third party or parent. If the student is making the payment, select **Use Student Info**. Input the credit card information. Select **Next**.



Payer Details

☐ Payer ☐ Use Student Info

Payer First Name* Payer Last Name* Payer Email Address*

Bilbo Baggins baggins@rivendell.nz

Payer Address 1* Payer Address 2 (Optional) State/Province

Rivendell

City* Country* Zip/Postal Code

Rivendell NEW ZEALAND

Credit Card Details

Credit card(16 digit)

Expiry date(mmyy)

CVD(3 digit)

1

2

Previous Next

Fees & Financials

Pay your Fees with
CIBC Student Pay



11. Review the payment details. If accurate, select **Continue as Guest**, or login with a CIBC account, agree to the Terms and Conditions; select **Submit**.

Payment Details

- The Foreign Exchange rate for this transaction is valid until 03 Min:59 Sec. On receipt of funds, the Student Account for Frodo Baggins with Student ID 99999999 at University of Calgary will be credited.
- Please confirm the following information is correct prior to submitting your payment on the portal.

Student Information	Billing Information	Payment Breakdown
Frodo Baggins (baggins@fellowship.nz) 99999999 Bag End, Hobbiton, The Shire, NEW ZEALAND 999-999-9999	Bilbo Baggins (baggins@rivendell.nz) Rivendell, Rivendell, NEW ZEALAND 999-999-9999	Payment Type : Credit/Debit Card – Master Card Tuition and General Fee : 2,000.00 CAD Total Fee : 2,000.00 CAD Convenience Fee : 55.00 CAD Total Amount : 2,055.00 CAD FX Rate Applied : 1 NZD = 0.850499 CAD You must pay : 2,416.23 NZD

Already have an account? [Log in now](#)

Don't have an account? [Click here to sign up](#)

☒ [Continue as Guest ?](#)

☒ [I agree to the Terms and Conditions](#)

End of Procedure

Related Guides: Fees & Financials – Pay your Fees with Convera Global Pay for Students
Fees & Financials – Understanding your Fees