Payment Guide

Step 1: Receiving the Invoice

• Students will receive an invoice as per the sample below.
• The invoice will be sent via the student's Mason Live account (@gmu.edu).
• Click on ‘View Invoice’ to be taken to proceed.

George Mason University Korea <no-reply@flywire.com>

Hi

Your new invoice from George Mason University Korea is now available for review.
Select the button below to view your invoice or make a payment now.

[View Invoice]

Thank You,
George Mason University Korea

Powered by Flywire Corp.
141 Tremont Street, 10th Floor | Boston, MA | 02111
Step 2: Viewing the Invoice

- View the breakdown of the invoice.
- To make your payment, click ‘Pay Invoice’ on the top right-hand corner.
Step 3: Enter the payer’s information

- Please fill in the details below.
- Student's name and email address will be auto-filled on the invoice.
- Student needs to fill this out even if someone else is paying on behalf of the student.
- You may choose ‘Country’ depending on your bank account issued. For example, if your credit card or bank account is issued in the U.S, please choose the ‘United States.’
- Agree to Flywire’s terms and conditions by checking the box at the bottom of the form and clicking ‘Continue.’

*The amount will be auto-filled based on your course credit.*
Step 4: Payment Invoice Information

- Please fill your first name and last name in the ‘Student First Name’ and ‘Student Last Name’ and click ‘Continue.’
Step 5: Select your payment method

- Based on your country selection on page 3, Flywire will automatically display your local currency rate with the appropriate payment options, such as traditional bank transfer or debit/credit card payment.

- Traditional bank transfer (also known as a wire) is the most cost-effective method. Please note that to complete the payment, you will need to make arrangements with your bank (in person, online) and send your funds to Flywire in your chosen currency.

  Attention: The payment method will vary depending on your home country, and the United States only allows you to pay through wire transfer.

- Select the payment you want to use and click ‘Continue.’
Step 5-2: Select your payment method

- If you select your home country, but you don’t see your home currency, don’t worry — you can always pay in the currency of your institution or select a different currency by clicking the “Show additional currency options” link at the bottom of the page. Although the process and benefits will remain the same, your bank will handle the foreign exchange before sending the funds to Flywire.
Step 5-3: Select your payment method

- Debit/credit card will allow you to make an online payment in your home currency. Contrary to a traditional international credit card payment, Flywire handles the foreign exchange, so you will know the exact amount that will be deducted from your account before you make your payment.  
  *Please note that credit card payments are not available in every country.*  
  *Flywire does not provide an installment plan with credit cards.*

**Credit Card Installment Method:** You must contact your credit card company whether they provide you an installment payment plan after paying the tuition fee in Flywire. Some credit card companies may offer you an installment plan with an interest fee. Still, the rate and possibility will differ from your credit card score or the company’s policy. Worst of scenario, an installment plan through a credit card is impossible.

- Flywire will then convert your currency and pay your institution.

- *Example) when you’re paying in the United Kingdom.*
Step 6: For bank transfers payments

• Review your payment instructions and make your payment.
• Click ‘GENERATE PAYMENT INSTRUCTIONS’ to complete your payment.

George Mason University Korea will receive
$7,000.00

Bank Transfer in US Dollars (USD)
$7,025.00
includes $25.00 fee

Click the button below to get the payment instructions. Keep in mind that it will take 2-3 business days for the funds to arrive to us.

GENERATE PAYMENT INSTRUCTIONS
Step 6-2: For bank transfers payments

- Please review the instruction carefully and make a payment.
- You will need to make arrangements with your bank (in person, online) and send your funds to Flywire in your chosen currency.
- Click ‘Done.’

*No cash deposits or checks/cheques accepted.*
Step 6-3: For bank transfers payments

- You may also download a pdf file and bring it to your bank when you pay in person. In that case, please click ‘download the instructions’ below.

To avoid delay in the payment process:

- Reflect Flywire as beneficiary.
- Please make sure that the Payment ID shown is included in the payment description or reference field. Otherwise, delays in processing your payment will be experienced.
- Please send United States Dollars (USD) to the above account. If any other currency is sent, payment will be returned.
- Please note that our account allows incoming ACH credit transfers.
- No cash deposits or checks/cheques accepted.
- For information about how to make an ACH or wire transfer, refer to this article [https://help.flywire.com/hc/en-us/articles/360020099298](https://help.flywire.com/hc/en-us/articles/360020099298).

For your convenience, you can download the instructions.
Step 7: Email Notification

- Once you complete the process, you will receive a notification email from Flywire stating, ‘Your payment to George Mason University Korea has been initiated.’ You can see the general information of your transaction details.

- When you click ‘download instructions, it will show bank information details.

- Example)

Flywire notification <no-reply@flywire.com>
Your payment to George Mason University Korea has been initiated

Hi Your First Name,

This is an automated email to inform you that your payment to George Mason University Korea has been initiated.

In case you haven't sent us the funds already, please use the following instructions to proceed with your payment before 01/13/2022.

Transaction details:
Invoice ID: SP22_0001
Payment ID: GMK736963748
Initiated date: 01/07/2022
George Mason University Korea will receive: USD 7 000.00
Amount to pay: USD 7 025.00

Download Instructions
Step 7-2: Email Notification

- Please make arrangements with your bank (in person, online) and send your funds to Flywire in your chosen currency.
- Example)

Payment Instructions

Summary

You’ve booked a payment of 7,025.00 USD to George Mason University Korea on January 07, 2022. Your institution will receive 7,000.00 USD.

George Mason University Korea has partnered with Flywire Payments Corporation or one of its affiliates to process international payments. As an agent of George Mason University Korea, Flywire remits funds to their accounts located in Korea, Republic of. Additionally, this service allows George Mason University Korea to maintain the privacy of banking information to reduce susceptibility to fraudulent activity.

Details for Money Transfer

<table>
<thead>
<tr>
<th>Amount and Currency to send</th>
<th>7,025.00 USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remittance Information / Reference</td>
<td>GMK736963748 - George Mason University Korea</td>
</tr>
<tr>
<td>Beneficiary/Recipient</td>
<td>Flywire Payments Corporation</td>
</tr>
<tr>
<td>Beneficiary/Recipient Address</td>
<td>141 Tremont Street, 10th Floor, Boston, MA 02111</td>
</tr>
<tr>
<td>Beneficiary/Recipient Bank</td>
<td>CITIBANK NA</td>
</tr>
<tr>
<td>Beneficiary/Recipient Bank Address</td>
<td>111 Wall Street, New York, New York 10043, United States</td>
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<td>Beneficiary/Recipient Account Number</td>
<td>30993074</td>
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<td>ABA/Routing Number</td>
<td>021000089</td>
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<tr>
<td>Beneficiary/Recipient Bank SWIFT/BIC Code</td>
<td>CITIUS33 (or CITIUS33XXX)</td>
</tr>
</tbody>
</table>
Track your payment
Payment tracking is available at flywire.com or through Flywire’s mobile app. Log in to check your payment status and receive email notifications or opt into SMS text message alerts.

Flywire Helpdesk: https://help.flywire.com/hc/en-us

Flywire Helpdesk Support Numbers: https://www.flywire.com/company/call-us