

# GlobalPay Payment Instructions

*Virginia International University (VIU) has partnered with Western Union Business Solutions – a specialist in global business payments – to provide you with GlobalPay. GlobalPay is a simple and low-cost method of paying fees to VIU in your own currency. Follow the instructions below to get started!*

*NOTE: GlobalPay availability and options will vary by country and region. Please go through the steps below to determine options for your home country/region.*

1. In your web browser, navigate to <https://student.globalpay.wu.com/geo-buyer/viu>.

*NOTE: GlobalPay works best with Firefox, Chrome, and Safari.*

2. In the first drop-down, select the country from which you will send your payment.

**Please indicate from which country you will be sending your payment:**  
Can't find your country? Contact us to learn more.

Country \*

3. Next, complete the “Student Verification” section. All of the information entered here should be related to the student. If someone other than the student is making the payment, you will have the option at a later step to enter the payer’s information.

**Student Verification - Please fill in your student details.**

Student ID \*

First Name \*

Last Name \*

Email Address \*

Street Address \*

City

State/Province

Zip/Postal Code

Semester \*

Be sure to enter the correct Student ID so that the money can be correctly credited to your account! When you are finished, click “Next.”

- You will be directed to Step 2 of the payment process. In the “Account Statement” section, select the item(s) you wish to pay for **and enter the appropriate amount(s) in USD**. Please refer to your billing ledger in the student portal to ensure you enter the correct amounts.

**Account Statement - Select the item(s) you wish to pay for.**

ALL

Application Fee

Deferral Fee

Tuition   
Please Pay Amount Indicated on Student Bill

**Total: USD 0.00**

- Move on to the “Payment Options” section. From the drop-down, select the currency with which you wish to pay.

Payment Options - Payment options may vary by country.

**Bank Transfer** - Wire Payment Details

Please select your home currency (if available)

JPY - Japanese Yen ▼

When you are finished, click "Next."

- You will be directed to Step 3 of the payment process. In the "Payment Details" section, complete the information for the person who is making the payment.

Payment Details - Who will be making this payment?

**Who is Paying \*** ▼

**Payer Name \*** Payer Name

**Email \*** Payer Email Address

**Street Address \*** Street Address

Address 2

**City \*** City **State** State

**Zip/Postal Code** Zip/Postal Code **Country \*** ▼

- Next, complete the "Bank Details" section.

Bank Details - Which bank will this payment be made from?

**Bank Name \*** Bank Name

**Country \*** Aruba ▼

**Preferred Language for Payment Instructions**

English ▼

8. After entering the appropriate bank details, be sure to click the box agreeing to the terms of use and then click "Next" to continue.
9. Finally, you will be directed to the final step which provides instructions for completing your payment. Print or save your reference number along with the payment instructions. You may make the payment at your local bank or contact your financial institution. You will also receive an email with detailed payment instructions and your reference number.

*NOTE: It's very important to follow the payment instructions promptly to ensure that your payment reaches VIU on time!*