

Paying Your Bill with Foreign Currency

NOTE: A Foreign Currency payment is a 'pending' payment and does not apply to your University of Nebraska–Kearney student account until all of the following steps are completed.

Step 1 Login to MyBLUE

Login to MyBLUE at <http://myblue.nebraska.edu/>

Click “Student Accounts” and then “Make a Payment”.

Step 2 Make a Payment

Enter the dollar amount you would like to pay in US dollars in the Payment Amount field, and then click on the “make a payment” link. Your payment cannot exceed the current student account balance (which will be displayed on the page). Be sure your browser settings allow pop-ups from the MyBLUE website.

Step 3 Select Payment Type

Select the third option - Foreign Currency. Read statement, click “Continue Checkout”.



The screenshot shows the UNK Student eCommerce Checkout page. At the top left is the UNK University of Nebraska Kearney logo. At the top right is the text "UNK Student eCommerce Checkout". Below this is a yellow horizontal line. Underneath the line is the heading "Select Method of Payment". Below this heading is a grey box titled "New Payment Methods" containing three radio button options: "Credit Card", "Electronic Check", and "Foreign Currency". The "Foreign Currency" option is selected. Below the options is a paragraph of text: "International payments are processed by Convera. To complete your payment, your information will be provided to Convera and you will be directed to the Convera website. Your activity on Convera's website is governed by the Convera privacy policy found at <https://www.convera.com/us/en/privacy-statement.html>". At the bottom right of the grey box is a "Continue Checkout" button. A yellow horizontal line is at the bottom of the screenshot.

Step 4 Complete Payment in Convera

Customer will be directed to the Convera site to complete the payment, as shown in the next section.

Convera Customer Experience

To complete the payment in Convera:

1. Select the Country and enter the amount to be paid.

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

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

PAY STUDENT FEES WITH YOUR HOME CURRENCY

Paying fees from

[Why is my country not listed?](#)

Field is required

Amount Due

USD

[Get a quote](#)

UNIVERSITY OF
Nebraska
Kearney

2. Select the Payment Method.

convera [Track History](#) CHECKOUT

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Step 1 of 4

1. Choose a way to pay

 Bank Transfer	<ul style="list-style-type: none">⌚ Takes 3-4 days on average upon payment✅ Make your payment from any bank✅ Includes 0 USD bank fee💡 Quote valid for 12 hours➕ How it works	150.00 USD 150.00 USD	Select
 Bank Transfer	<ul style="list-style-type: none">⌚ Takes 3-4 days on average upon payment✅ Make your payment from any bank✅ Includes 0 EUR bank fee💡 Quote valid for 12 hours	133.66 EUR 150.00 USD	Select

Payment Details [Edit](#)

UNIVERSITY OF
Nebraska
Kearney

3. Verify the student's and payment Details.

This is to identify the correct student details

ID # *

FERRISSSB

First Name *

Ferris

Student Last Name *

Bunler

Street Address *

450 Country Club Drive

City *

Long Beach

State/Province *

CA

Payment Details

UNIVERSITY OF
Nebraska
Kearney

Contact
will receive 150.00 USD

You are paying 150.00 USD

4. Click **Next**.
5. Select **Student** or **Someone else** or the person making the payment.
 - a) If selecting **Student**, skip to step 6.
 - b) If selecting **Someone else**:
 - i) Choose what your relationship is to the student.
 - ii) Enter the payer's personal details.
 - iii) Enter the payer's billing address.
 - iv) Enter the payer's Bank Details.

We require this information to process your payment

Who will be making this payment?

Student	<input type="radio"/>
Someone else	<input checked="" type="radio"/>

What is your relationship to the student?

Family	<input type="radio"/>
Agent	<input type="radio"/>
Organization	<input type="radio"/>
Sponsor	<input type="radio"/>

Payer's personal details

Payer name

Payer's email address *

This is to send confirmation of this payment

Payer's billing address

6. Agree to the Terms of Use, choose whether to receive emails from Convera, and then click **Proceed to payment**.
7. Review the instructions on how to send money to Convera.
Note: At this point, the customer will stay on the Convera screen and not be passed back to the Transact Payments system. This will give customers as much time as they need to read the wire instructions and print the screen if they wish.

Please print payment instructions and contact your bank or financial institution (online, phone or in-person).
 Please initiate your payment as soon as possible.

[Print Instructions](#)

⚡ Ensure funds are received by 10:24 am 12/7/2022 so we can credit funds to your institution on time and in full.

⚡ To ensure that your institution receives your funds, the Reference Number **EU51234578901** must be included in your payment.

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 (72) 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.

[Return Transact ↗](#)

Payment Details

UNIVERSITY OF
Nebraska
Kearney

Your reference:	EU51234578901
Transact will receive:	150.00 USD
You are paying:	150.00 USD

Note: Customer can click "Return Transact" to complete the process.

Deliver the "Payment Instructions" to your bank within 72 hours. The quoted exchange rate is only valid for that time frame. Your foreign bank will transfer funds via Convera to the University of Nebraska - Kearney.

You cannot use the "Payment Instructions" from a previous payment to make a current payment. You must go online and get a new quote each time you want to make a payment.

Once the payment is received via Convera, the payment will post to your student account and can be seen on MyBLUE. Until this settlement, the payment is only PENDING and will not be seen on MyBLUE.