

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 - “Pay with foreign currency” and then click “Continue Checkout”.



UNK Student eCommerce Checkout

Select Method of Payment *

☐ Enter new credit card information.
☐ Enter new electronic check information.
☐ Pay with foreign currency.

Continue Checkout

Step 4 Complete Foreign Currency Information



UNK Student eCommerce Checkout

Enter Foreign Currency Information **Total Amount: \$25.00**

Country *

Currency *

Base Currency **Rate** **Total**

US Dollar, USD	-	25.00
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Convert To

Remitter Name *

Email Address *

Terms & Conditions

• The following screens will provide you with the bank account details for settling to University of Nebraska at Kearney. You will need to print this document.
• Then, you will need to take the document to your bank and instruct them to make the payment as soon as possible.
• The rate is valid for 72 hours from the time which will be indicated

☐ Yes, I have read and understood the above information and wish to proceed. *

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Complete the Foreign Currency Information and click “Continue Checkout”.

If your Currency is not listed, select US Dollar.

Note: You must accept the Terms and Conditions before continuing.

Step 5 Submit Payment

Verify the information entered. If correct, click “Submit Payment”. A “Transaction Pending” page will display, and a PDF document will open with “Payment Instructions” for your bank. A copy of the receipt with the “Payment Instructions” attached will also be emailed to the address you provided.

Step 6 Deliver Instructions to Your Bank

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 Western Union to the University of Nebraska –Kearney.

The “Payment Instructions” are only valid for 72 hours and cannot be used after the 72 hours has lapsed. If the 72 hours has lapsed, go online again and create a new quote.

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.

Step 7 Payment Posts to Student Account upon Final Settlement

Once the payment is received via Western Union, 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.