


# Wire Payment

**Step 1: Go to**  
**[ssb.rowan.edu](https://ssb.rowan.edu) & Log In**

A screenshot of the Rowan University Self-Service Banner login page. The page has a yellow header with the Rowan University logo and name. Below the header, the text reads 'Welcome to Self-Service Banner'. Underneath, there is a section for 'Single Sign-On Login' with a link 'Log in using Rowan NetID'. A paragraph follows stating that the Banner ID/PIN login option has been retired and provides contact information for the Technology Support Center. Below this, there is a section for 'Below are links to a variety of Rowan web services.' with several blue links: 'Rowan Alert' (with a sub-link 'Emergency notification system for students and employees only'), 'Request a Transcript (current and former students)', 'General Financial Aid', 'Class Schedule', and 'Course Inventory'. At the bottom of this section is a link for 'Rowan Success Network powered by Starfish'. Finally, there is a 'Proxy Login' link with a sub-link 'Secure Area - Proxy login Required'.

 RowanUniversity

Welcome to Self-Service Banner

Single Sign-On Login

**Log in using Rowan NetID**

The Banner ID/PIN login option has been retired. If you do not have a Rowan NetID and require access to Self-Service Banner, please contact the Technology Support Center at 856-256-4400.

Below are links to a variety of Rowan web services.

[Rowan Alert](#)  
Emergency notification system for students and employees only

[Request a Transcript \(current and former students\)](#)

[General Financial Aid](#)

[Class Schedule](#)

[Course Inventory](#)

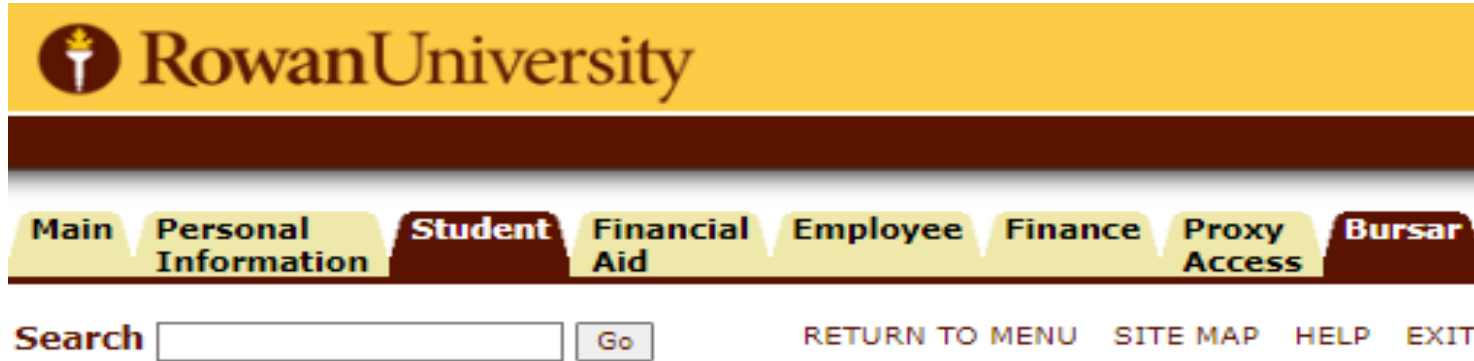
[Rowan Success Network powered by Starfish](#)

[Proxy Login](#)  
Secure Area - Proxy login Required

RELEASE: 8.9.1.5

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**Step 2: Select “Bursar” tab**



The screenshot shows the Rowan University website header with the university logo and name. Below the header is a navigation menu with several tabs: Main, Personal Information, Student, Financial Aid, Employee, Finance, Proxy Access, and Bursar. The Bursar tab is highlighted in a darker color. Below the navigation menu is a search bar with a 'Go' button and links for RETURN TO MENU, SITE MAP, HELP, and EXIT.

## Bursar Services

[ePay Center](#)

Make a payment, add authorized users, manage eRefund account, view your printable 1098-T form and official account statement

[Transfer Rowan Bucks via Financial Aid/Bursar Credit](#)

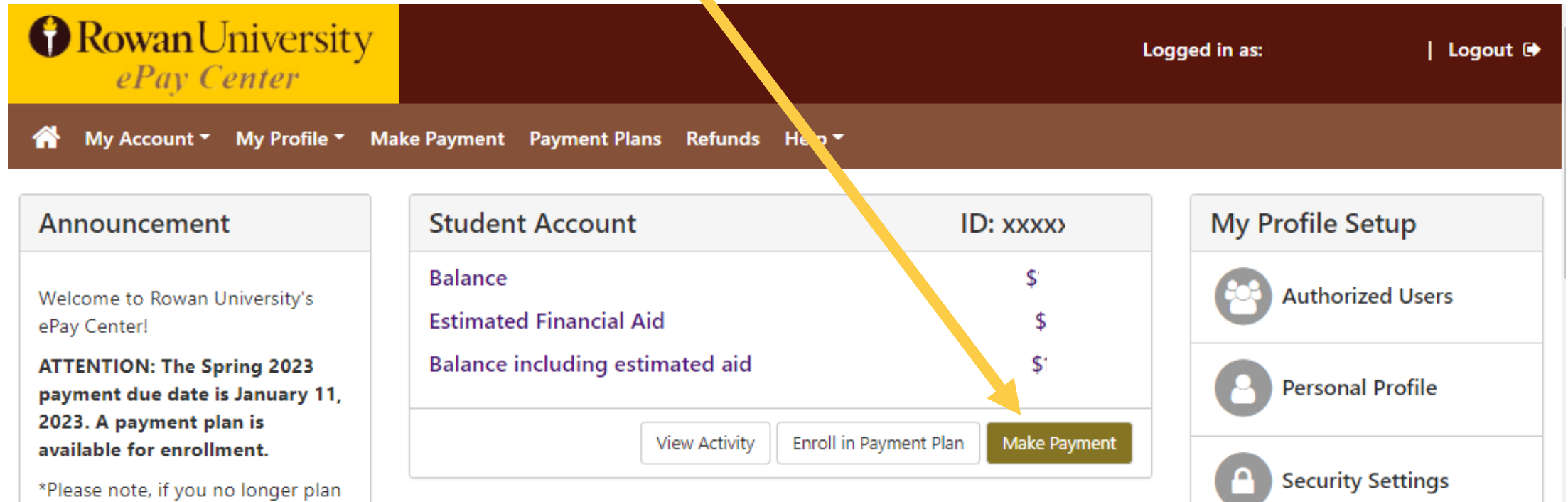
[Buy Rowan Bucks via Credit Card](#)

[1098-T Form](#)

To view your printable PDF of 1098-T, please select the ePay Center link above

**Step 3: Select “ePay Center”**

## Step 4: Click “Make Payment”



The screenshot shows the Rowan University ePay Center interface. At the top left is the Rowan University logo and 'ePay Center' text. At the top right, it says 'Logged in as:' followed by a 'Logout' link. Below this is a navigation bar with links for 'My Account', 'My Profile', 'Make Payment', 'Payment Plans', 'Refunds', and 'Help'. The main content area is divided into three columns. The left column is titled 'Announcement' and contains a welcome message and an attention notice about the Spring 2023 payment due date. The middle column is titled 'Student Account' and shows the account ID as 'xxxxx'. It lists three items: 'Balance', 'Estimated Financial Aid', and 'Balance including estimated aid', each followed by a dollar sign. At the bottom of this column are three buttons: 'View Activity', 'Enroll in Payment Plan', and 'Make Payment'. A yellow arrow points from the top of the page down to the 'Make Payment' button. The right column is titled 'My Profile Setup' and contains three links: 'Authorized Users', 'Personal Profile', and 'Security Settings'.

**Rowan University**  
*ePay Center*

Logged in as: | Logout

My Account My Profile Make Payment Payment Plans Refunds Help

### Announcement

Welcome to Rowan University's ePay Center!

**ATTENTION: The Spring 2023 payment due date is January 11, 2023. A payment plan is available for enrollment.**

\*Please note, if you no longer plan

### Student Account

ID: xxxxx

Balance	\$
Estimated Financial Aid	\$
Balance including estimated aid	\$

View Activity Enroll in Payment Plan **Make Payment**

### My Profile Setup

- Authorized Users
- Personal Profile
- Security Settings

## Account Payment



Amount



Method



Confirmation



Receipt

Payment Date:

1/11/23



### Pay By Term

Enter payment amount and click 'Add' to include in the payment total.

Spring 2023 |

\$

Add

### Personal Note

Enter a brief payment note

Payment Total

\$0.00

Continue

**Step 5: Enter USD dollar amount and select "Add"**

**Step 6: Select "Continue"**

# Step 7: Select “Bank Wire” and “Continue”

## Account Payment



Amount



Method



Confirmation



Receipt

\* Indicates required information

Amount: \$

Method:\*

Select Method

- Select Method
- Credit Card**
  - Credit Card via PayPath
- Other Payment Methods**
  - Electronic Check (checking/savings)
  - Bank Wire**

Back Cancel Continue

\*Credit card payments are

A non-refundable service fee will be added to your payment.

**Electronic Check** - Payments can be made from a personal checking or savings account.

**Bank Wire** - Convera



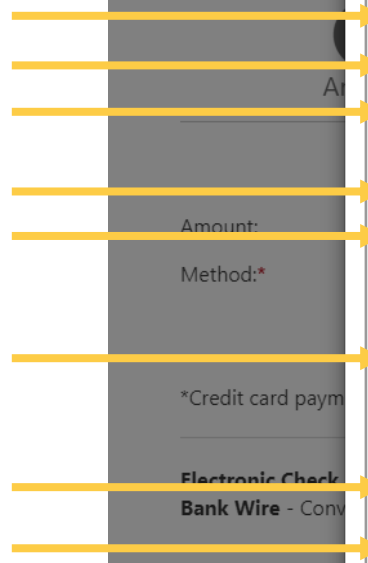
**Step 8: Enter country  
you are paying from.  
Read the “Bank Wire”  
statement carefully.  
Select “Continue”**

The image shows a 'Bank Wire' payment modal window overlaid on a payment page. The modal contains the following text and fields:

- Choose the country you're sending your payment from
- Student Name: [Field]
- Term: 202320
- Payment Amount: [Field]
- Country**  
Country you are paying from: [Field]
- Bank Wire**  
Pay with bank wire transfers from your home country, in your local currency. Your payment will be posted to your student account when cleared funds are received from your bank. Your bank may charge a fee for wire transfers. Please pay your bank separately for any wire fees. To pay by bank wire, follow the steps below:
- Step One** Fill in the information required on the next page.
- Step Two** Use bank wire transfer instructions and present to your bank.
- Step Three** Wire funds to Rowan University of New Jersey within three business days.
- [Continue] [Cancel]

Yellow arrows from the text on the left point to the 'Country' field and the 'Continue' button. A 'Cancel' button is also visible at the bottom right of the modal.

# Step 9: Enter required information. Select “Continue”



Bank Wire

Student Information

Student Name: \_\_\_\_\_  
Term: 202320  
Payment Amount: \_\_\_\_\_

Payer Information

The following information is required about the payer who is the individual that initiates the wire transfer from their local bank.  
**\* Indicates required field**

\*First Name:   
\*Last Name:   
\*Address Line 1:   
Address Line 2:   
\*City:   
\*Country:   
State/Province:   
Postal/Zip Code:   
\*Pay By Currency:

Please enter your email address to which you would like the payment instructions sent:  
\*Email Address:

**Step 10: Review the information.**

**Select “Accept”**



Bank Wire

**convera**

**Guaranteed Exchange Amount**

Payment Amount:	500.00 USD
Service Fee:	0.00 USD
<b>Send This Amount:</b>	<b>42,680.00 INR</b>

Your payment of 42,680.00 INR will be posted to your student account in the amount of 500.00 USD upon receipt of the cleared funds.

Your payment will be posted to your student account when the funds are received from your bank.

**Accept** **Cancel**

Cancel

Payment Payment P

Account

Electronic check

Amount:

Method:\*

\*Credit card paym

Electronic Check

Bank Wire - Con

con

Cancel Continue

Cancel



## Step 11:

- Read the full “Bank Wire Instructions”.
- Select “Download Payment Instructions”.
- Provide the instructions to your bank.
- Select “Finish”.

Bank Wire

**convera**

Bank Wire Instructions

Your guaranteed exchange amount is provided through Convera for a period of three business days. No payment has been made on your student account at this time. These instructions have been sent to grabera@rowan.edu.

You must follow the specific instructions to pay via bank wire to Rowan University of New Jersey. Bank wires sent by any other means may not be recognized for payment, nor will they post to your student account.

**Please pay your bank separately for any wire transfer fees that they may charge. In Field 71a within the SWIFT document you must choose "OUR" to guarantee that we will receive the payment in full.**

**Step One:** Take these instructions and present them to your bank or any bank in your home country.

**Step Two:** Wire your funds to the university account as directed within three business days.

**Step Three:** Keep the bank wire receipt from your bank.

**Step Four:** Review your banks receipt and confirm that the transfer information and Convera Order number are correct.

*Do NOT reuse these instructions for future payments.*

Convera does not charge additional fees. However, your bank may charge a fee for wire transfers. Please pay your bank separately for any fees they may charge.

[Download Payment Instructions](#) [Finish](#)

Cancel

How to complete your payment **convera**

We will only accept one payment per payment reference. To make multiple payments, please repeat the process to create a new payment reference number.

Payment reference	Currency	Amount to be paid

This quote can only be used for one (1) payment is valid until

- Complete the attached ICICI form**  
You must print and complete the attached form. It is important for the processing of your payment. Here are some tips to help you:
  - Section I:** the payer must provide the name, address and phone number.
  - Section II (b):** ensure the INR amount listed is correct and fill in the details.
  - Section III:** only complete this section if you will make your payment in person.
  - Section IV (a-g):** this section does not need to be completed.
  - Section V:** fill in the Education section only provided the student Name.
  - Signature of Remitter:** sign and date the form at the bottom of the document.
- Setup your payment**  
If you are paying from your ICICI bank account, you must complete Section III of the below A2 form. ICICI will debit your nominated account following your visit to your local ICICI bank branch.
 

Please note: TCS may be levied by ICICI over and above the payment instruction amount as per regulation and you will be required to pay this. The TCS will be applied during your visit at the bank branch.
- Track your payment as it is delivered to:**  
With the help of Convera, ICICI will deliver your payment to Rowan UK Funds will arrive at your Institution in 2-3 business days. Track your payment using the link below.

[students.convera.com/#!/tracking](https://students.convera.com/#!/tracking)

**Email us at: [StudentSupport@convera.com](mailto:StudentSupport@convera.com)**  
Please include payment reference number and proof of payment number.

ICICI Bank

Retail Outward Remittance Application - A2 Cum LRS Declaration

Track Number	Originating Br. ID	Scan Br. ID	AD Code
Additional Information (if any)			

(To be completed by the applicant in block letters using blue ink)

**Section I. Details of the Applicant (Remitter)**

Name of Applicant \_\_\_\_\_

Address (not mandatory for ICICI Home Branch) \_\_\_\_\_

Applicant Phone No. \_\_\_\_\_ d. PAN No. \_\_\_\_\_

**II. Details of Foreign Remittance request (Fill-up under II a or II b or II c as applicable)**

**II a. For remittance in Foreign Currency**

Foreign Currency	USD	FC Amt in figures	FC Amt in Words
[OR] <b>II b. For remittance in Foreign Currency equivalent to Fixed Foreign Amount</b>			
Foreign Currency	INR	INR Amt in figures	INR Amt in Words
		42,080.00	

**II c. Please enter the COIL Deal Reference Number, in case deal already booked with COIL, please write N/A**

**II d. Purpose of Remittance with Remittance Scheme and Purpose Code (Please tick (✓) against the purpose code in Annexure - I)**

Whether under LRS (Yes/No)	Purpose Code	Purpose Description

**II e. Name of the country providing ultimate services:**  
(in case payment is for import of services for below Purpose Groups)

02 (Transport)	09 (Charges for the use of)
03 (Travel)	10 (Other Business Services)
05 (Construction Services)	11 (Personal, Cultural and Recreational Services)
06 (Insurance and Pension Services)	15 (Others)
07 (Financial Services)	16 (Maintenance and Repairs)
08 (Telecommunication, Computer & Information Services)	17 (Manufacturing services)

**III. I / We authorize you to debit my / our below Account together with your charges\***

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\*For ICICI Bank charges please refer our website [www.icicibank.com](http://www.icicibank.com)

**IV. Beneficiary Name**

W E S T E R N U N I O N B U S I	S O L U T I O N S
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**IV a. Beneficiary Address**

2 0 0 H A M M E R S M I T H R O A D	
L O N D O N W 6 7 D L U K	

**IV b. Beneficiary A/e Number (In case of TT)**

**IV c. Name of the Bank where the beneficiary A/e is maintained (In case of TT)**

**IV d. SWIFT & SORT Code details of beneficiary Bank (In case of TT)**

IBAN for remittance made in Foreign Currency	Transit Code for remittance made to Canada
Swift Code for remittance to UK (or) BSB Code for remittance to Australia	Swift code (or) routing Number of beneficiary bank

**IV e. Beneficiary National ID/Commercial registration/Certificate Number (mandatory if beneficiary country is Saudi Arabia)**

**IV f. Beneficiary Bank address including Country at which the beneficiary maintains A/e (mandatory in case of TT in CAD, AUD & JPY Currencies)**

**IV g. Furnish the following details of CORRESPONDENT BANK if the Foreign Currency is sent to a Country other than the home Country of the Currency (Eg. Remitting GBP currency to a beneficiary residing in Australia)**

SWIFT CODE	CORRESPONDENT BANK NAME
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**V a. If the purpose selected is one of the below then it is mandatory to furnish the details sought for**

Maintenance	Relationship of beneficiary (Ref Table below)		
Purchase of Immovable Property	The location of property being purchased (Country / State)		
Education	Student Name and Student ID (if any), Country of study abroad		
Gift	Residential status of beneficiary (Resident/NRI/Foreign National)		
Emigration (Please check to agree)	I/We hereby confirm that remittance request is to meet the incidental expenses in the country of emigration and not for undertaking any capital account transactions such as overseas investment in government bonds; land; commercial enterprise; etc.		
Investment abroad (Select the nature of investment)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">                             1. Equity Shares*                              2. Mutual Funds                              3. Venture Capital Fund                              4. Debt Security*                              5. Promissory Notes                              6. Others (Specify)                         </td> <td style="width: 50%;">                             *In Case of Shares Please Specify Name of Company                               Listed / Unlisted (Please indicate)                              Stock Exchange Where Listed                              Country of Incorporation                              Type of Company (eg LLP, Ltd)                         </td> </tr> </table>	1. Equity Shares* 2. Mutual Funds 3. Venture Capital Fund 4. Debt Security* 5. Promissory Notes 6. Others (Specify)	*In Case of Shares Please Specify Name of Company  Listed / Unlisted (Please indicate) Stock Exchange Where Listed Country of Incorporation Type of Company (eg LLP, Ltd)
1. Equity Shares* 2. Mutual Funds 3. Venture Capital Fund 4. Debt Security* 5. Promissory Notes 6. Others (Specify)	*In Case of Shares Please Specify Name of Company  Listed / Unlisted (Please indicate) Stock Exchange Where Listed Country of Incorporation Type of Company (eg LLP, Ltd)		

# Read the full “How to complete your payment” page and complete all steps.

- Provide the entire document to your bank within 72 hours of submitting your wire request in the ePay Center.
- In some instances, you will be required to complete your payment at a secondary bank that will remit your payment to the University on your behalf. Be aware that some banks require the remittance document be presented in person.

# Contact Convera & Track your Payment

- Questions about the wire payment process?
  - Contact [studentsupport@convera.com](mailto:studentsupport@convera.com)
- Track your payment
  - <https://students.convera.com/#!/tracking>