

# Wire Payments

**Step 1: Go to [ssb.rowan.edu](https://ssb.rowan.edu) and log in.**



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

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**Step 2: Select “Bursar” tab.**



## 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”.**



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## 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: | Logout'. Below this is a navigation bar with links: Home, My Account, My Profile, Make Payment, Payment Plans, Refunds, and Help. The main content area is divided into three columns:

- 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: xxxx>  
Balance \$  
Estimated Financial Aid \$  
Balance including estimated aid \$  
Buttons: View Activity, Enroll in Payment Plan, **Make Payment**
- My Profile Setup:** Authorized Users, Personal Profile, Security Settings

**Step 5: Enter USD dollar amount and select “Add”.**

My Account My Profile Make Payment Payment Plans Refunds Help

### 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 6: Select “Continue”.**

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

My Account ▾ My Profile ▾ Make Payment Payment Plans Refunds Help ▾

### 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**

\*Credit card payments are subject to a non-refundable service fee. A non-refundable service fee will be added to your payment.

Back Cancel Continue

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**Step 8: Enter country from which you are paying.**

**Read the “Bank Wire” statement carefully.**

**Select “Continue”.**

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

- Choose the country you're sending your payment from
- Student Name: [text box]
- Term: 202320
- Payment Amount: [text box]
- Country**  
Country you are paying from: [text box]
- 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 point from the text on the left to the 'Country' field and the 'Continue' button.



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

The screenshot shows a 'Bank Wire' payment window. The 'Student Information' section is pre-filled with 'Student Name', 'Term: 202320', and 'Payment Amount'. The 'Payer Information' section contains several required fields marked with an asterisk: First Name, Last Name, Address Line 1, Address Line 2, City, Country, State/Province, Postal/Zip Code, and Pay By Currency. Below these is an email address field for payment instructions. At the bottom of the form are 'Continue' and 'Cancel' buttons. Yellow arrows on the left point to each of the required fields in the Payer Information section.

**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:

Continue Cancel



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**Step 10: Review the information.  
Select “Accept”.**



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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

Account

Electronic check

Amount:

Method:\*

\*Credit card paym

Electronic Check

Bank Wire - Con

con

Cancel

Continue

required information

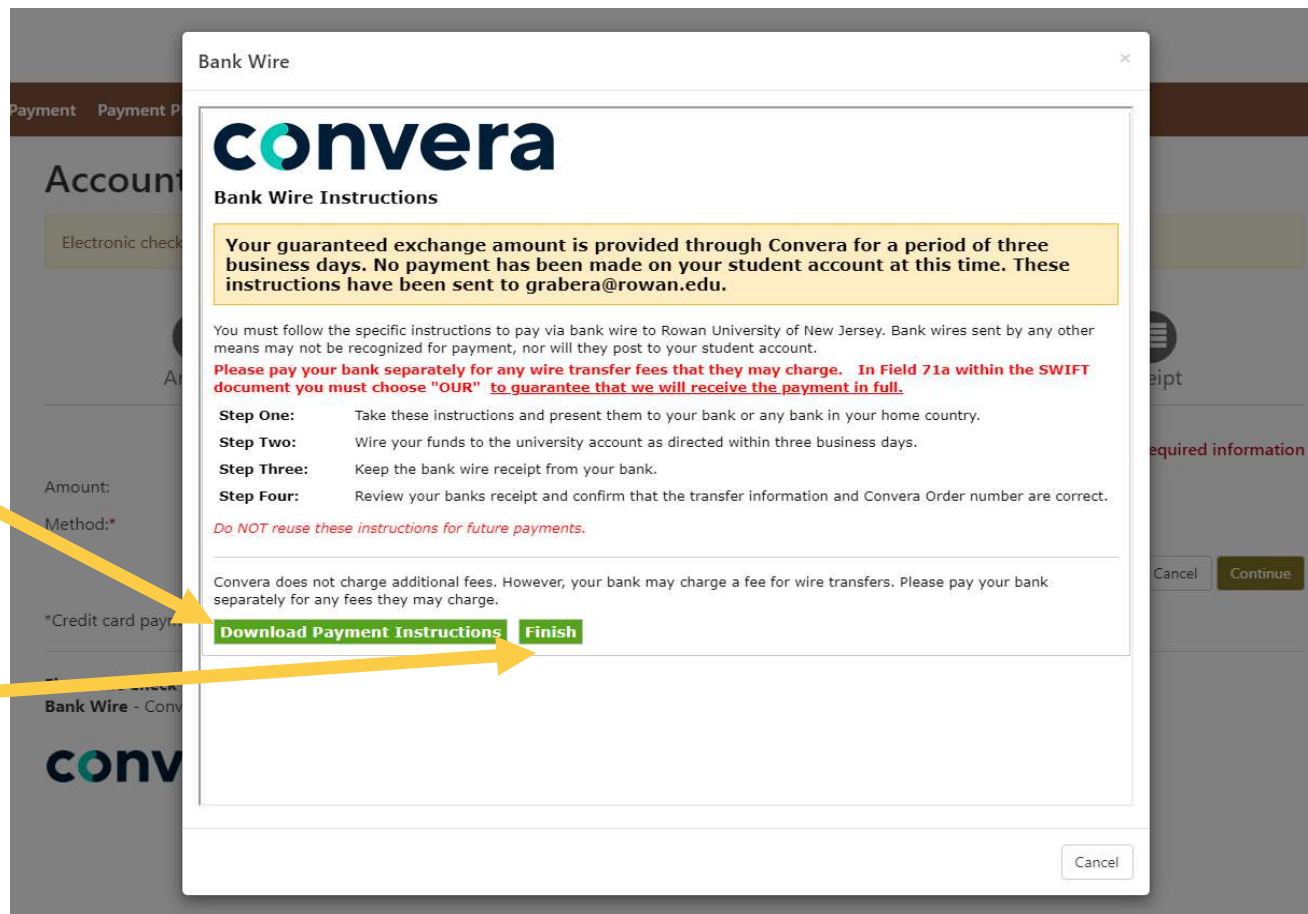


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## Step 11:

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



The screenshot shows a 'Bank Wire' dialog box from Convera. The dialog box has a title bar that says 'Bank Wire' and a close button (X) in the top right corner. The main content area features the Convera logo at the top, followed by the heading 'Bank Wire Instructions'. A yellow highlighted box contains the text: '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.' Below this, there is a paragraph of text: '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.' This is followed by four numbered steps: '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.', and 'Step Four: Review your banks receipt and confirm that the transfer information and Convera Order number are correct.' Below the steps, there is a note: 'Do NOT reuse these instructions for future payments.' At the bottom of the main content area, there is a paragraph: '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.' At the bottom of the dialog box, there are two green buttons: 'Download Payment Instructions' and 'Finish'. A 'Cancel' button is located in the bottom right corner of the dialog box. Two yellow arrows point from the text on the left to the 'Download Payment Instructions' and 'Finish' buttons.

Bank Wire

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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



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## How to complete your payment

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

### 1 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 their address and phone number.
- **Section II (b):** ensure the amount listed is correct and fill in the details.
- **Section III:** only complete this section if you will make a payment.
- **Section IV (a-g):** this section does not need to be completed.
- **Section V:** fill in the Education services providing the Student Name and date the form at the end of the form.
- **Signature of Remitter:** sign and date the form at the end of the form.

### 2 a. Setup your payment

If you are paying from your ICICI account, you must complete Section III of the below AZ 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.

**b. Visit the nearest ICICI Bank location to complete the form**  
Select the **Foreign enabled branch** from services section dropdown. You select your local ICICI branch:

- A completed Retail Outward Remittance Application - A2 cum LRS Form
- Proof of identity and address, either a Passport, Drivers License, Voter National Population Register OR Job Card issued by NREGA and signed by your PAN card
- A copy of your Sanction letter (if your fees are being funded by a bank)


### 3 Track your payment as it is delivered to:

With the help of Convera, ICICI will deliver your payment to Rowan University. 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.



Retail Outward Remittance Application - A2 Cum LRS Declaration

Track Number	Originating Br. ID	Scan Br. ID	PAN No.
Additional Information (if any)			

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

Application for drawal of Foreign Exchange

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

a. Name of Applicant

b. Address (For mandatory olders)

c. Applicant's No.

d. PAN No.

**II. Details of Foreign Exchange request (FBI-Form for II b) Annex-III for**

II a. For remittance of amount Foreign Currency

FC Amt in figures      Words

(OR) II b. For remittance in Foreign Currency equivalent to Rupee Amount

Foreign Currency      Amt      In Words

INR Amt in figures      42,680.00      In Words

II e. Please enter the CCIL Deal Reference Number, in case deal already booked with CCIL, 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
	01	01 (Charges for the import of services for below Purpose Groups)
	02	02 (Transport)
	03	03 (Travel)
	04	04 (Other Business Services)
	05	05 (Construction Services)
	06	06 (Insurance and Pension Services)
	07	07 (Financial Services)
	08	08 (Telecommunication, Computer & Information Services)
	09	09 (Charges for the use of services)
	10	10 (Other Business Services)
	11	11 (Personal, Cultural and Recreational Services)
	12	12 (Others)
	13	13 (Maintenance and Repairs)
	14	14 (Maintenance and Repairs)
	15	15 (Maintenance and Repairs)
	16	16 (Maintenance and Repairs)
	17	17 (Manufacturing services)

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

\*For ICICI Bank charges please refer our website www.icicibank.com

**IV. Beneficiary Name**

W E S T E R N U N I O N B U S I N E S S S O L U T I O N S

Retail Outward Remittance Application - A2 Cum LRS Declaration

**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/s Number (In case of TT)**

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

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

SWIFT Code for remittance to Europe, Bahrain, Sri Lanka & UAE

SWIFT Code for remittance to India BSR Code for remittance to Austria

SWIFT code (at routing Number of beneficiary bank)

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

**IV f. Beneficiary Bank Name and Country at which the beneficiary maintains A/s (mandatory in case of TT in CAD, USD & JPY Currency)**

**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

**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)	Country
Purchase of Immovable Property	The location of property being purchased (Country / State)	Date
Education	Student Name and Student ID (if any), Country of study abroad	
GIR	Residential status of beneficiary (Resident/NRI/Foreign National)	
Emigration (Please attach to agree)	(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)	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)

V.02/07/2023/20

Provide entire document to your bank within 72 hours of submitting your wire request in the ePay Center.



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