

How to Pay from Nigeria

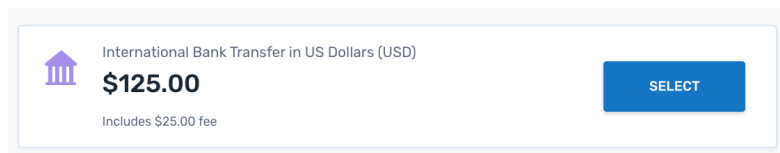
Background:

- Each bank in Nigeria is allotted a pool of foreign currency on a monthly basis that can be used for their customers who are seeking education or healthcare abroad.
- Once this is depleted, that bank must wait until the next window opens up to refresh their allotment. The bank can't mark the foreign exchange rate up beyond charging a nominal fee and thus it's reference at the actual Central Bank Rate.
- Students can access funds at this CBN rate at an amount not exceeding \$15k / semester or term.
- Anything outside this \$15k cap is assessed at the parallel market rate.

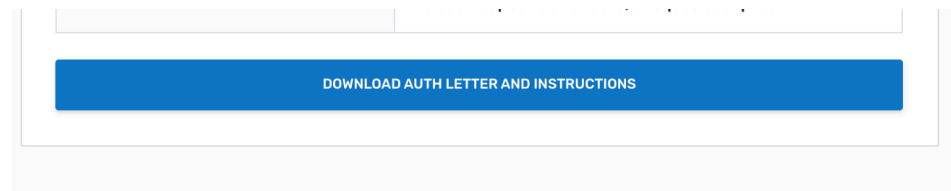
To pay via bank transfer with CBN rate:

Step One: Register Your Payment in Your Program's Payment Portal

1. Go to your program's Flywire payment portal, as mentioned in your offer letter, example *wichita.flywire.com*.
2. Select to pay from Nigeria in the Country From menu and enter the amount you owe in USD.



3. Select International Bank Transfer in USD.
4. Enter the details of the actual payer (if the payer is a third party, enter the third-party information here).
5. Enter student information so the payment can automatically post to the student's account.
6. In the final screen, click **Download Auth Letter and Instructions**. *Print this document to take to the bank.*



Step Two: Go to Your Bank to Access the CBN Rate

1. Go to your local bank and let them know you need to make a payment for educational purposes, and would like to exchange NGN for USD at the CBN rate.
2. The bank will ask you to provide the following (at the very least, some banks may require additional documentation):
 - a. Bank Verification Number (BVN): number unique to a payer, every payer should have this as it's a requirement to hold a bank account
 - b. Form A - completed via paper at a bank branch - essentially tracks the amount remitted and for what purpose
 - c. Offer letter and invoice from the school
3. Once the exchange from NGN to USD is complete, let them know you would like to do an international bank transfer. At this time, **provide the bank with the Authorization Letter and Payment Instructions document from Flywire**. This is an important step, because the first page (the authorization letter) explains the relationship between Flywire and Wichita State University, and contractually authorizes Flywire to collect payments on behalf of Wichita State University. It is common to get pushback from banks that they cannot send money to a third party, but the authorization letter should alleviate this. If you still have pushback, contact your Office of International Education or Accounts Receivable Office for an official letter from the university to provide to your bank.

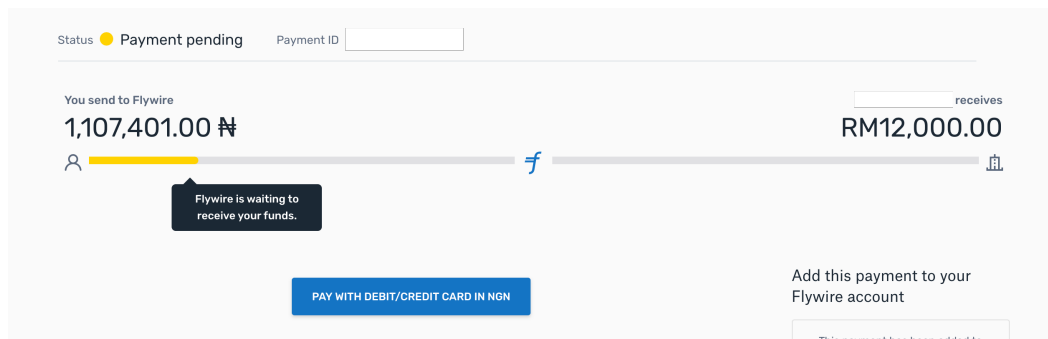
The bank should send the funds to the account listed on Payment Instructions. All the info they need is provided there.

To pay via credit card in NGN with the parallel market rate:

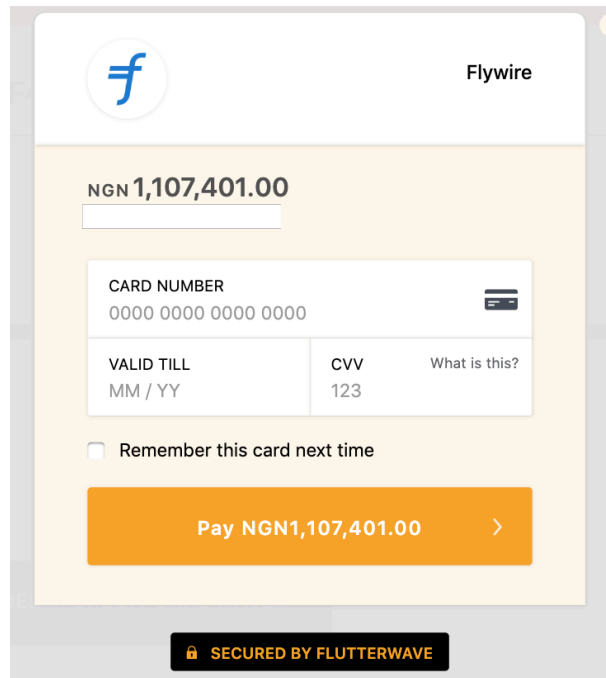
1. Go to your program's Flywire payment portal, as mentioned in your offer letter, example *wichita.flywire.com*.
2. Select to pay from Nigeria in the Country From menu and enter the amount you owe in USD.
3. Select Debit/Credit Card in NGN to pay with a Mastercard, Visa, American Express, or Verve card denominated in NGN. Note: Flywire does not accept cards denominated in USD.



4. Enter the details of the actual payer (if the payer is a third party, enter the third party information here).
5. Enter student information so the payment can automatically post to the student's account.
6. Press "Pay with Debit/Credit Card in NGN".



7. Insert the card number, Expiry Date and CVV code.



Note: You may receive a One Time Password (OTP) to complete the payment. Some banks do not require OTP. Please make sure the phone number for receiving the OTP is the same one their bank has linked to their account.

Note: If payment declines, it may be due to transaction limits set by their bank. In this case, payers should reach out to their bank to adjust limits.