

The following will guide you through how to pay your tuition and residence fees using CIBC Student Pay.

1. Log into the MyUofC portal



Log in

[Continue with your IT account](#)

For current students and staff.

[Continue with your eID](#)

For student applicants, alumni, and guests.





Sign in

[Can't access your account?](#)

[Back](#) [Next](#)

[Register IT Account](#) | [Account FAQs](#) | [Contact UCalgary IT Support](#)

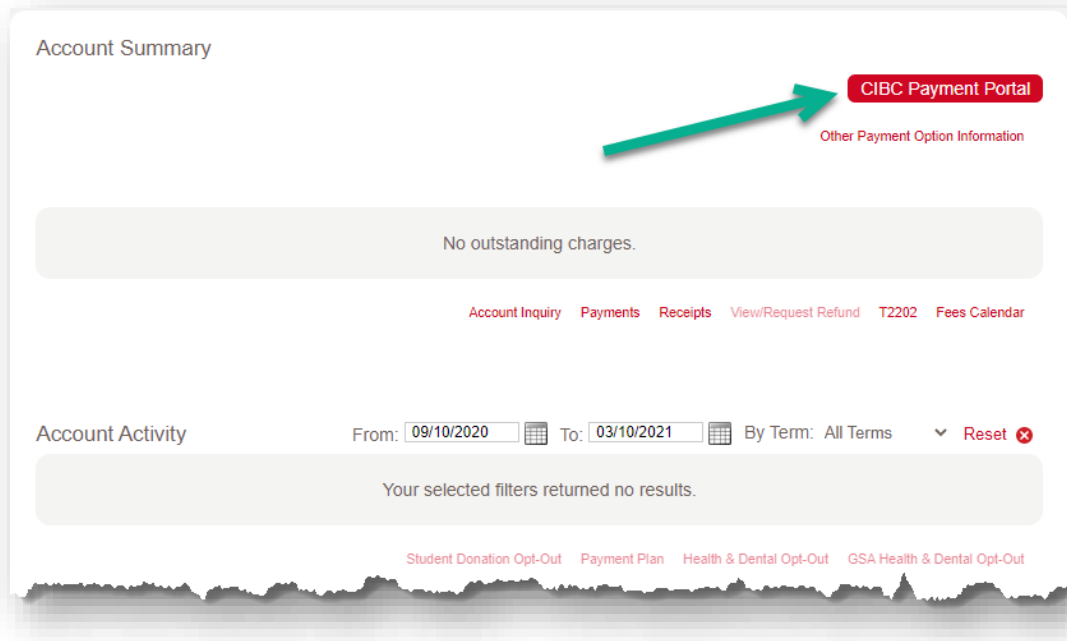


Fees & Financials

Pay your Fees with
CIBC Student Pay



From the [My Financials](#) page, select the [CIBC Payment Portal](#) link, or navigate to <https://www.ucalgary.ca/registrar/cibc-foip-notice>.



2. If a third party is paying fees on your behalf, select the Agent / Recruiter option. Select the fees you wish to pay and input the amounts you wish to pay. Please note, you can pay for both Residence and Tuition and General Fees in one payment; select both payment types at **Step 2** below and enter the amounts you wish to pay. Finally, select the country you are paying fees from, and select **Next**.

Make a Payment

Agent/Recruiter Details

Are you working with an Agent/Recruiter?*

Yes No 1

Payment Type Breakdown

| | |
|---|--|
| <input type="checkbox"/> Admission Deposit | <input type="text"/> |
| <input type="checkbox"/> Application Fee | <input type="text"/> |
| <input type="checkbox"/> Residence Fees 2 | <input type="text"/> |
| <input checked="" type="checkbox"/> Tuition and General Fee | <input type="text" value="2000"/> 3 |

Payment Details

Select the country you are paying from:*

New Zealand 4

Total Fee Due (per Acceptance Letter) (CAD)*

\$ 2,000.00

5




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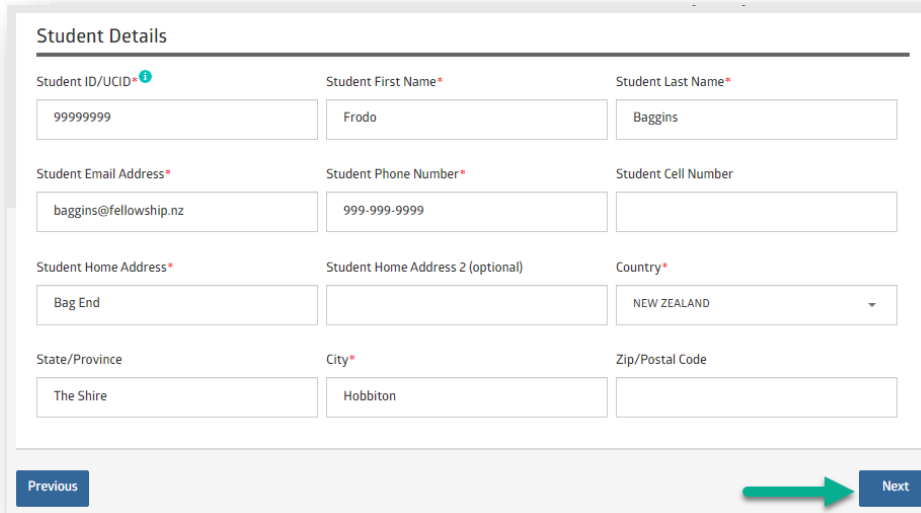
3. Select the **Method of Payment**, choose the currency you wish to pay in, then select **Next**. Payment options vary from country to country, and some currencies will include a service charge. Credit Card payments are accepted, though a small service fee may be charged, which will be clearly noted. If paying by credit card, go to **Step 8**.

Payment Options

| | | |
|---|--|---|
| Bank Wire  | <ul style="list-style-type: none">> Preferred foreign exchange rate locked in for 72 hours (no more worrying about fluctuating exchange rates)> Payment will be processed to your institution within 2-3 business days on average from the time that your local bank sends the funds <input type="checkbox"/> I do not wish to use CIBC preferred Foreign Exchange rates and would like to make the payment in Canadian Dollars. Administration fees of 1.25% will be added to the payment amount as Administration Fees. | 2,353.49 NZD Select |
| Credit/Debit Card – MasterCard  | <ul style="list-style-type: none">> Transaction completed online> Payments will be processed to your institution within 1-2 business days on average> Convenience fee is charged to you by the card processor, not by your school | 2,416.23 NZD Select Convenience Fee 64.67 NZD |
| Credit/Debit Card – Visa  | <ul style="list-style-type: none">> Transaction completed online> Payments will be processed to your institution within 1-2 business days on average> Convenience fee is charged to you by the card processor, not by your school | 2,416.23 NZD Select Convenience Fee 64.67 NZD |


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4. Complete the **Student Details** page; select **Next**.

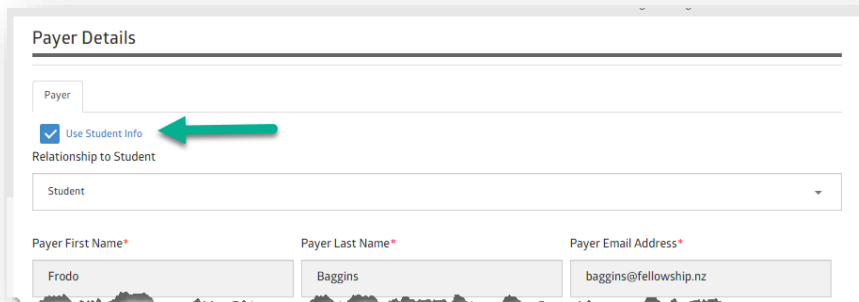


Student Details

| | | |
|-------------------------------|-----------------------------------|---------------------|
| Student ID/UCID* ¹ | Student First Name* | Student Last Name* |
| 99999999 | Frodo | Baggins |
| Student Email Address* | Student Phone Number* | Student Cell Number |
| baggins@fellowship.nz | 999-999-9999 | |
| Student Home Address* | Student Home Address 2 (optional) | Country* |
| Bag End | | NEW ZEALAND |
| State/Province | City* | Zip/Postal Code |
| The Shire | Hobbiton | |


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5. Complete **Payer Details** if the individual making the payment is not the student, such as a third party or parent. If the student is making the payment, select **Use Student Info**. Select **Next**.



Payer Details

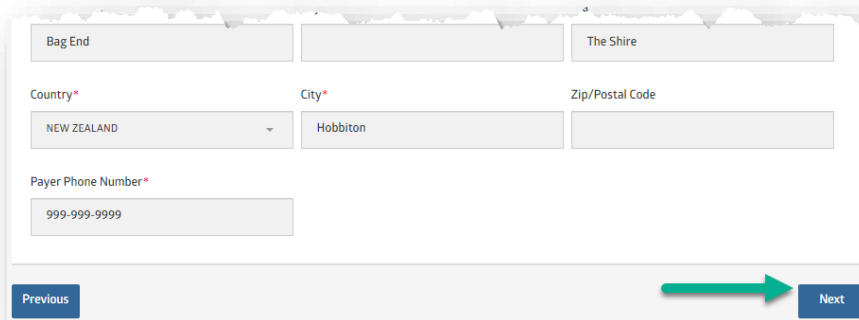
Payer

Use Student Info 


Relationship to Student

Student

| | | |
|-------------------|------------------|-----------------------|
| Payer First Name* | Payer Last Name* | Payer Email Address* |
| Frodo | Baggins | baggins@fellowship.nz |



| | | |
|---------------------|----------|-----------------|
| Bag End | | The Shire |
| Country* | City* | Zip/Postal Code |
| NEW ZEALAND | Hobbiton | |
| Payer Phone Number* | | |
| 999-999-9999 | | |

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- Review payment details. If accurate, select **Continue as Guest**, or login with a CIBC account, agree to the Terms and Conditions; select **Submit**.

Payment Details

- The Foreign Exchange (FX) rate for this payment is valid for 72 hours 06/29/2020 09:43 AM MDT
- You will not be able to submit a new bank wire payment before 72 hours have passed.
- Please confirm the following information is correct prior to submitting your payment on the portal.

| Student Information | Payer Information | Payment Breakdown |
|---|--|--|
| Frodo Baggins (baggins@fellowship.nz) 999999999 Bag End, Hobbiton, The Shire, NEW ZEALAND 999-999-9999 | Frodo Baggins (baggins@fellowship.nz) Bag End, Hobbiton, The Shire, NEW ZEALAND 999-999-9999 | Payment Type : Bank Wire Tuition and General Fee : 2,000.00 CAD Total Amount : 2,000.00 CAD FX Rate Applied : 1 NZD = 0.849800 CAD You must pay : 2,353.49 NZD |

Already have an account? [Log in now](#)

Don't have an account? [Click here to sign up](#)

Continue as Guest ?

[I agree to the Terms and Conditions](#)

- Select **Download Instruction Sheet**. The Payer must bring these instructions to their local bank, where they will be able to facilitate a bank to bank transfer. **Please note:** payment is not sent to your UCalgary account until the payer completes this step through their local bank.

Your Transaction is Successfully Submitted!
Please ensure your unique reference ID is included in your payment by your local bank

A confirmation mail has been sent to
baggins@fellowship.nz

Reference ID : UOC-000000053

Please print the instruction sheet and ensure the details are included in your wire payment.
The foreign exchange rate and Reference ID for this transaction is valid until
06/29/2020 09:43 AM MDT.

8. Credit card payments are completed online, though a small service fee may be charged by the credit card company. If paying by credit card, choose one of the available credit card options; select **Next**.

Payment Options

Bank Wire

> Preferred foreign exchange rate locked in for 72 hours (no more worrying about fluctuating exchange rates)

> Payment will be processed to your institution within 2-3 business days on average from the time that your local bank sends the funds

I do not wish to use CIBC preferred Foreign Exchange rates and would like to make the payment in Canadian Dollars. Administration fees of 1.25% will be added to the payment amount as Administration Fees.

2,353.49 NZD Select

*Transaction Foreign Exchange rate is valid until (Once you submit, print instruction sheet and take it to your local bank): 06/29/2020 09:43 AM MDT

Credit/Debit Card – MasterCard

> Transaction completed online

> Payments will be processed to your institution within 1-2 business days on average

> Convenience fee is charged to you by the card processor, not by your school

2,416.23 NZD Select

Convenience Fee 64.67 NZD

Credit/Debit Card – Visa

> Transaction completed online

> Payments will be processed to your institution within 1-2 business days on average

> Convenience fee is charged to you by the card processor, not by your school

2,416.23 NZD Select

Convenience Fee 64.67 NZD

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9. Complete the **Student Details** page; select **Next**.

Student Details

| | | |
|--|---|--|
| Student ID/UCID* | Student First Name* | Student Last Name* |
| <input type="text" value="99999999"/> | <input type="text" value="Frodo"/> | <input type="text" value="Baggins"/> |
| Student Email Address* | Student Phone Number* | Student Cell Number |
| <input type="text" value="baggins@fellowship.nz"/> | <input type="text" value="999-999-9999"/> | <input type="text"/> |
| Student Home Address* | Student Home Address 2 (optional) | Country* |
| <input type="text" value="Bag End"/> | <input type="text"/> | <input type="text" value="NEW ZEALAND"/> |
| State/Province | City* | Zip/Postal Code |
| <input type="text" value="The Shire"/> | <input type="text" value="Hobbiton"/> | <input type="text"/> |

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10. Complete **Payer Details** if the individual making the payment is not the student, such as a third party or parent. If the student is making the payment, select **Use Student Info**. Input the credit card information. Select **Next**.

Payer Details

Payer

Use Student Info

Payer First Name* Payer Last Name* Payer Email Address*

Payer Address 1* Payer Address 2 (Optional) State/Province

City* Country* Zip/Postal Code

Credit Card Details

Credit card(16 digit)

Expiry date(mmyy)

CVD(3 digit)

11. Review the payment details. If accurate, select **Continue as Guest**, or login with a CIBC account, agree to the Terms and Conditions; select **Submit**.

Payment Details


- The Foreign Exchange rate for this transaction is valid until 03 Min:59 Sec. On receipt of funds, the Student Account for Frodo Baggins with Student ID 99999999 at University of Calgary will be credited.
- Please confirm the following information is correct prior to submitting your payment on the portal.

| Student Information | Billing Information | Payment Breakdown |
|--|---|---|
| Frodo Baggins (baggins@fellowship.nz) 99999999 Bag End, Hobbiton, The Shire, NEW ZEALAND 999-999-9999 | Bilbo Baggins (baggins@rivendell.nz) Rivendell, Rivendell, NEW ZEALAND 999-999-9999 | Payment Type : Credit/Debit Card – Master Card Tuition and General Fee : 2,000.00 CAD Total Fee : 2,000.00 CAD Convenience Fee : 55.00 CAD Total Amount : 2,055.00 CAD FX Rate Applied : 1 NZD = 0.850499 CAD You must pay : 2,416.23 NZD |

Already have an account? [Log in now](#) Continue as Guest ?

Don't have an account? [Click here to sign up](#)

[I agree to the Terms and Conditions](#)



End of Procedure

Related Guides: Fees & Financials – Pay your Fees with Convera Global Pay for Students
Fees & Financials – Understanding your Fees