WHY PAY THROUGH FLYWIRE?

- Flywire allows you to pay from almost any country or bank in your home currency
- No bank fees or further charges
- Competitive exchange rates and a best price guarantee
- Fast transfers – your payment is usually received by the university within 3-4 business days
- A guarantee that Columbia College Chicago will receive the correct amount once your payment is made, you don’t need to worry about fluctuation exchange rates!
- Payment tracking via a student dashboard, with notification via email once payment is received by Columbia College Chicago
STEP 1: LOG IN
Visit https://my.colum.edu/ics/ and enter your MyColumbia ID number and password in the upper right corner to log in.

STEP 2: NAVIGATE TO THE MyFinancials PAGE
Select the MyFinancial tab, located on the menu at the top of the page.
STEP 3: NAVIGATE TO BILL PAY
On the MyFinancials tab, select the Enter CCCPay link located under the CCCPay heading in the right column.

STEP 4: SELECT MAKE PAYMENT
You are now on the CCCPay homepage. Select the “Make a Payment” button on the left side of the page.
STEP 5: ENTER PAYMENT AMOUNT

- On the Make a Payment page, select account and enter the amount you would like to pay in the “Payment Amount” field.

Select the International Payment option.

STEP A
Click “Proceed to Flywire” to be directed to Flywire’s website.

STEP B
Follow the Flywire transaction process.

STEP C
Track your transaction status with Nelnet.

Total Amount
$50.00

Institution Amount
$50.00
• Click the Proceed to Flywire button. You will now be directed to the Columbia College payment portal on Flywire.

STEP 5: ENTER YOUR COUNTRY & SELECT PAYMENT METHOD

• You are now in Flywire’s payment portal. Enter the country you are paying from.

• Based on your country selection Flywire will automatically display your local currency rate with the appropriate payment options, such as traditional bank transfer or debit/credit card payment.

• Traditional bank transfer (also known as a wire) is the most cost effective method. Please note that to complete the payment you will need to make arrangements with your bank (in-person, online, or over the phone) and send your funds to Flywire in your chosen currency.

• Debit/credit card will allow you to make an online payment in your home currency. Contrary to a traditional international credit card payment, with Flywire we are handling the foreign exchange so you will know the exact amount that will be deducted from your account before making your payment. Please note that credit card payments are not available in every country.

• Flywire will then convert your currency and pay your institution.

• If you have an account in a different currency that you would prefer to use, select that country in the “what country are you paying from” field instead.
If you select your home country, but you don’t see your home currency, not to worry — you can always pay in the currency of your institution or select a different currency. The process and benefits will remain the same; however, your bank will handle the foreign exchange before sending the funds to Flywire.
STEP 6: LOGIN/CREATE ACCOUNT & FILL IN PERSONAL DETAILS

- Enter your name, email, and password to create an account (this will allow you to track your payment each step of the way). In addition, your payment details will be saved and pre-fill for your next payment.

- Follow the prompts to fill in your personal details and contact information.

- Click the Continue with Payment button.
STEP 7: CONFIRM PAYMENT DETAILS

- Please review and confirm the information for your payment. Select Pay button.
If you are paying via bank transfer, you will receive a deadline by which you should go to your bank and complete the payment. This payment due date will be listed on the payment details page at the bottom. (If you need more time, our Customer Support Department can allow for an extension at the time of booking. If you miss your deadline, you can also request more time in your dashboard. This deadline is not associated with your educational institution deadline).

Click the Continue with Payment button.
STEP 8 (FOR BANK TRANSFERS): REVIEW PAYMENT INSTRUCTIONS

- For a bank transfer (wire) you will be directed to your payment dashboard where you will receive payment delivery instructions. You can review the payment details and return as necessary to check the status of your payment.

- You can enter your mobile phone at the prompt if you would like to receive payment status updates via text. If you do not want to receive text updates click the “no thank you” link.

- For a bank transfer we recommend that your print the instructions to bring with you to the bank when you make your payment. This will make the process clearer for you and the bank. Please make sure to include your Flywire payment ID in the details of your bank transfer.

- IMPORTANT: Your payment ID is only valid for this payment. Every payment requires a unique Flywire payment ID. This facilitates the payment tracking process.
STEP 8 (FOR CREDIT CARDS): REVIEW PAYMENT INSTRUCTIONS

- For debit/credit card payments you will be taken to a web form to fill in your credit card information and complete your payment. Please note that funds will not be displayed on your student account immediately as your payment still needs to be processed and delivered to your institution.

- Please be sure to check your credit card limits to verify it can accommodate your payment size. In some cases you will need to call your bank to confirm your payment can be processed.

- You can enter your mobile phone with the SMS notifications link if you would like to receive payment status updates via text.

- IMPORTANT: Your payment ID is only valid for this payment. Every payment requires a unique Flywire payment ID. This facilitates the payment tracking process.

STEP 7: TRACK PAYMENT STATUS ONLINE

- Your dashboard will be updated each step of the process, and you will receive a final email confirmation when payment has been delivered to your institution.
• Keep in mind that your school may take 2-3 business days to post your payment to your account once they have received it.

• If you have not sent your payment within 2 days, you will receive a notification from Flywire asking if you need more time, want to cancel, or have already sent your payment.

• Should you have any questions along the way, select the Help button at the bottom of the page to chat with Flywire 24x7. Select the Help link at the top of the page to view frequently asked questions about Flywire services. Select the Contact link for Customer Support phone numbers by country.

Email: support@flywire.com
Online: flywire.com/help