Step-by-step instruction - Payment via the institution (Other method of payment)

In case you cannot or do not want to pay by digital authorisation, most educational institutions offer another method of payment via the institution. Please ask your institution for more information.

➔ **Step 1**: Log into your Studielink account and click `<Enter payment details>` on top of the page or below the To do under the right study programme. This is only possible after you have submitted an enrolment application for a study programme and the educational institution has made this option available.
Step 2: You will be directed to the tab **Payment**. Click the button **Enter payment details**. If you have more than one enrolment application at different educational institutions, click **Enter payment details** of the educational institution where you want pay your tuition fees.
**Step 3:** The next screen shows you an overview of the payment process. At Step 1: Payment method you indicate who is paying the tuition fees, you or someone else. Click a button according to your choice.

Please note: If you choose 'someone else', you will end up in a different payment flow. This instruction describes the steps you need to take if you choose 'me'.

**Step 4:** A choice for payment method appears. Click the button *<Other method of payment>*. There will be information shown about how to complete the payment via other method of payment at this specific educational institution. Read this information thoroughly. Then click on the button *<Next step>*.
➔ **Step 5:** Step 2 of the payment process is shown. Here you can check and verify your choices. If the choices are correct, click on the button *<Next step>*.

➔ **Step 6:** The next screen shows you Step 3 of the payment process. Here you fill in the country of your bank account by choosing a country from the dropdown menu. You will once more be shown information of the educational institution about the payment method. Read the authorisation carefully and tick the box. Click on the *<Finish>* button.
Step 7: When you have successfully entered your payment details, the following confirmation will be shown.

![Enter payment details](image)

Step 8: If you click on **To payment summary**, you will return to the overview of educational institutions on the tab **Payment**. The payment details you have entered will now be visible under the section **Payment details entered** at the educational institution in question.

![Payment details](image)

Follow any further instructions that you receive from your educational institution concerning the payment of the tuition fees.