**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. In this instruction the steps for paying via the institution (other method of payment) are described for both when the student is paying and when someone else is paying on behalf of the student.

➔ **Are you a student and will you pay yourself via the institution?** Follow these steps: [I will pay myself via the institution](#)

➔ **Will someone else pay on behalf of the student via the institution?** Follow these steps: [Someone else will pay on behalf of the student via the institution](#)

**Please note:** This is only possible if the institution provides this method of payment for the third party payer. If the institution does not provide this payment method, the third party payer can only pay with a digital authorisation.

**I will pay myself via the institution**

➔ **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 the option for entering payment details 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 to pay your tuition fees.

.beginPathsPayment

Payment details

2023 - 2024
Erasmus Universiteit Rotterdam

**Payment details status**

1. Enter payment details
2. Confirm payment details
3. Your payment details have been sent to the educational institution

**Actions**

Enter your payment details

➔ **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 and click on `<Next step>`.

.beginPathsPayment

Enter payment details

**Step 1: Payment method**

Who is paying the tuition fees?

- Me
- Someone else

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>`. Will someone else pay on behalf of the student via the institution? Then follow these steps: <a href="Someone else will pay on behalf of the student via the institution">Someone else will pay on behalf of the student via the institution</a>.
➔ **Step 4:** A choice for payment method appears. Click the button *Other method of payment*.

**Please note:** 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. It is recommended to copy and save this information. 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 and you will have to give authorisation by ticking the box. Click on the <Finish> button.

**Please note:** What this screen looks like may differ, depending on how the educational institution in question has set up the payment process

- If the entered payment details remain valid at the educational institution for multiple academic years, the screen at **Step 6A** is shown.

- If the entered payment details are only valid for one academic year, the screen at **Step 6B** is shown.

**Step 6A:** Payment with payment details that are valid for multiple academic years.

**Step 3: Payment**

You selected the option ‘Other method of payment’. This means you are personally responsible for the payment of the tuition fees to the educational institution. Please ask the educational institution about the payment instructions or read the payment instructions below. If the country your bank is based in is not listed, that means you cannot use this particular method of payment for this educational institution. In that case, please go back to Step 1: Payment Method and select a different method of payment.

Country of bank account

Information by the educational institution

Please note: Make sure that Erasmus University Rotterdam receives the payment before 31 August.

For more information on the payment of your tuition fees, please refer to our [website](#).

By choosing the payment method in Studielink you declare that you are in agreement with the terms and conditions specified in the [accounts receivable protocol 2023-2024](#) of Erasmus University Rotterdam.

Validity of payment details

These details will also be used for Erasmus Universiteit Rotterdam in future academic years. You can change these payment details at any time.

You will find the amount of the tuition fees and the collection date under the ‘Payment’ tab in your Studielink account as soon as this information becomes available.

Authorisation

☐ I hereby declare that I have taken note of the payment process, that I am responsible for the payment, and that my payment obligation will only cease to apply in the event of the withdrawal of my enrolment or termination of my enrolment.
**Step 6B:** Payment with payment details that are only valid for one academic year.

**Step 3: Payment**
You selected the option 'Other method of payment'. This means you are personally responsible for the payment of the tuition fees to the educational institution. Please ask the educational institution about the payment instructions or read the payment instructions below.

- **Country of bank account:** Belgium

**Information by the educational institution**
Informe over betaalwijze via instelling

- **Authorisation**
  - I hereby declare that I am aware that I will enter into a commitment to pay the educational institution. This payment obligation will only be voided if I cancel the enrolment request before the start of the academic year. I am personally responsible for making payment. I will make this payment directly to the educational institution, not through Studielink.

**Step 7:** When you have successfully entered your payment details, the following confirmation will be shown.

**Enter payment details**

- **Your payment details have been received and are being processed**
  - If you selected the option that someone else pays, you will receive an email with a payment link that you can forward to the person who will be paying the tuition fees for you. If you have chosen digital authorisation as the payment method, you will receive an email containing confirmation of the digital authorisation.
Step 8: Follow any further instructions that you receive from your educational institution concerning the payment of the tuition fees.

Step 9: 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.

Please note: What this screen looks like may differ, depending on how the educational institution in question has set up the payment process.

- If the entered payment details remain valid at the educational institution for multiple academic years, the screen at Step 9A is shown.
- If the entered payment details are only valid for one academic year, the screen at Step 9B is shown.

Step 9A: Payment with payment details that are valid for multiple academic years.
**Step 9B:** Payment with payment details that are only valid for one academic year.

### Payment details

#### 2022 - 2023

**Universiteit Utrecht**

#### Payment details status

- Payment details entered
- Payment details confirmed
- Your payment details have been sent to the educational institution

#### Actions

Wait for the institution to process the payment details

#### Payment information

- Payment method
- Other method of payment

- Who will pay
- Me

### More information

If you would like more information about entering your payment details, click the link below and take a look at one of the step-by-step plans.

[Studielink Step-by-step plans](https://info.studielink.nl/en)

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**Studielink Q&A**

In the Studielink Q&A ([https://help.studielink.nl/en/](https://help.studielink.nl/en/)) you can find answers to questions about using the Studielink application. For more general information about Studielink and other step-by-step instructions, you should visit [https://info.studielink.nl/en](https://info.studielink.nl/en). If you cannot find the answer to your question on these sites, please contact your (future) educational institution.
Someone else will pay on behalf of the student via the institution

➡️ **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 the option for entering payment details 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:** Indicate that *someone else* will pay the tuition fees and click on *<Next step>*.

→ **Step 4:** Check if the details are correct and read the authorisation. Tick the box and click on *<Next step>*.
Step 5: You will see a page with a confirmation that your payment details have been received.

Enter payment details

✔ Your payment details have been received and are being processed

If you selected the option that someone else pays, you will receive an email with a payment link that you can forward to the person who will be paying the tuition fees for you. If you have chosen digital authorisation as the payment method, you will receive an email containing confirmation of the digital authorisation.

Step 6: You (the student) will now receive an email at the email address connected to your Studielink account. This email will contain instructions on how the person who is going to pay your tuition fees can enter payment details. Forward this email immediately to this person and ask them to fill in the payment details as soon as possible. You will also find the message with instructions in Messages in your Studielink account.

Please note: What the email looks like may differ, depending on how the educational institution in question has set up the payment process

➔ If the entered payment details remain valid at the educational institution for multiple academic years, the email at Step 6A is shown.

➔ If the entered payment details are only valid for one academic year, the email at Step 6B is shown.
**Step 6A**: Payment with payment details that are valid for multiple academic years.

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**Payment link for entering payment details**

Dear [Name],

You have stated in Studielink that someone else will be paying the tuition fees. Please send this email with the payment link to the person who will be paying the tuition fees, to enable them to enter the payment details.

**Payment link**

If the link does not open, copy and paste the following line into the address bar of the web browser:

https://accounts.graduate.university/studenttransient?studentid=studentID&academicYear=2019/2020

The educational institution may change the amount of the tuition fees. See the Studielink Q&A for more information about this.

**Validity of payment details**

These details will also be used for this specific educational institution in future academic years. You can change these payment details at any time.

**Changing payment details**

If you are a student, go to the ‘Payment’ tab in your Studielink account and click on the ‘Changing payment details’ button for the educational institution in question.

If you are paying on behalf of a student, please use the payment link above to change the payment details; this link will remain valid.

**Questions?**

If so, please contact your **educational institution**

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Yours sincerely,

Studielink
➔ **Step 7B:** Payment with payment details that are only valid for one academic year.

Payment link for entering payment details

Dear [Name],

You indicated in Studielink that someone else will be paying the tuition fees using a digital authorisation. That authorisation has to be confirmed by the person making the payment. Please send this email and the payment link to the person in question. This message is sent to your Studielink Dashboard as well as your mailbox. You can only forward this message from your mailbox.

Payment link

If the link does not open, please copy and paste the link below into your Internet browser’s address bar:

The educational institution may change the amount of the authorisation if any changes are made to the payable amount of tuition fees as a consequence of legislation and regulations, or in the event of changes relating to enrolment history.

Questions?
If so, please contact your educational institution

Yours sincerely,
Studielink

➔ **Step 7:** The person who will pay the tuition fees clicks on the payment link in the email. A payment overview is shown of the student for whom the payment details will be entered.

Enter payment details

<table>
<thead>
<tr>
<th>Overview of details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name student: [Redacted]</td>
</tr>
<tr>
<td>Educational institution: Erasmus Universiteit Rotterdam</td>
</tr>
<tr>
<td>Academic year: 2023 - 2024</td>
</tr>
<tr>
<td>Tuition fee amount: € 4000.00</td>
</tr>
</tbody>
</table>

Step 8: After selecting <Enter payment details>, the person who pays the tuition fees chooses the payment method <Other method of payment>. On the right side of the screen an overview is shown with the details of the payment. More information about the payment will be gradually added with every step.

Please note: There will be information shown about how to complete the payment via other method of payment at this specific educational institution. The payer should read this information thoroughly. It is recommended to copy and save this information. The payer clicks on the button <To step 2 – Address details>. 
**Step 9**: Next, the payer fills in their address details. The name and the back account number will be filled in a later step. The payer clicks on *<To step 3 – Verify>*.

**Step 10**: In this step, the payer verifies the entered details. If any details are incorrect, they can correct the details by clicking *<Previous step>*. If all the details are correct, they can proceed to *<To step 4 – Payment>*.
**Step 11**: The next screen shows the payer Step 3 of the payment process. Here the payer fills in the country of his/her bank account by choosing a country from the dropdown menu. The payer will once more be shown information of the educational institution about the payment method and he/she will have to give authorisation by ticking the box. The payer then clicks on the *Finish* button.

**Please note:** What this screen looks like may differ, depending on how the educational institution in question has set up the payment process.

- If the entered payment details remain valid at the educational institution for multiple academic years, the screen at **Step 11A** is shown.
- If the entered payment details are only valid for one academic year, the screen at **Step 11B** is shown.

**Step 11A**: Payment with payment details that are valid for multiple academic years.
➔ **Step 11B**: Payment with payment details that are only valid for one academic year.

➔ **Step 12**: When the payer has successfully entered the payment details, the following confirmation will be shown.

➔ **Step 13**: The payer needs to follow the instructions of the educational institution to complete the payment of the tuition fees.
**Studielink Q&A**
In the Studielink Q&A (https://help.studielink.nl/en/) you can find answers to questions about using the Studielink application. For more general information about Studielink and other step-by-step instructions, you should visit https://info.studielink.nl/en. If you cannot find the answer to your question on these sites, please contact your (future) educational institution.