



Making Bank Wire Payments Online

To make a bank wire payment, log in to the Hofstra portal at my.hofstra.edu and follow the steps below:

1. Select the **Menu Icon**.
2. Under **Student Services** (for current students), select **Student Payment Center** (recent graduates and prior students, select **Alumni Services** or **Prior Student Services**).
3. Select option under **Quick Pay**.
4. Click **Make a Payment**.
5. **Select** the term and balance to pay. Click **Continue**.

Note: If you wish to pay a different amount, you may change the amount in the box

6. Select payment method, **Bank Wire**. Click **Continue**.
7. Read instructions and steps in the **Bank Wire** dialog box. Click **Continue**.
8. Complete all required information on **Bank Wire** payer information page. Click **Continue**.
9. Convera GlobalPay **Guaranteed Exchange Amount** page will open.
10. Review the payment and fee amount, then click **Accept (or Cancel)**.
11. Read all information provided in the **Bank Wire Instructions** dialog box. Click **Download Payment Instructions** to print and bring your one-time wire payment instructions (**which expire in 48-72 hours**) to your bank to complete your wire payment. Then click **Finish**.
12. **Note: A new payment quote must be created for each wire payment initiated on the portal. Do not use prior wire instructions.**
13. Once completed, your instructions will be sent to the email you provided.

The Convera support team is available 24 hours a day, 5 days a week for payment inquiries. To see available support options, please [click here](#) and provide proof of payment from your bank.

If you have questions, you can reach your Student Financial Services counselor at

sfs@hofstra.edu or 516-463-8000