

How to Pay Your Application Fee for the Study Abroad Programme

Please note this payment information is **only for students on the Study Abroad Programme**. If you are coming to the University for a **Full Degree** you should **not use** this information sheet to make payment for your tuition fees.

You can make payment of **your Study Abroad Programme** application fee in different ways detailed below.

All fees must be paid in pounds sterling (GBP) and all charges associated with payments must be paid by you in addition to your tuition fee.

To pay by credit card

1. Please use the University's online payment system at: <http://store.westminster.ac.uk/>
2. Under the **Navigation** heading on the left hand side of the screen, select **Product Catalogue**, then click on **Education Abroad** and then choose **Study Abroad Application Fee** from the drop-down menu;
3. You will then need to click on **Read More**, amend the amount of application fees you would like to pay, and click on **Add to Basket** button;
4. You will be taken to the next page with a questionnaire, and please fill it in accordingly;
5. Please note that when filling out your address you may not see the boxes you expect to (as the system is a UK based one). Therefore please fill out your address in accordance with the following guidance:
House Number: Put your house number
Street: Put your Street
Area: Put the town you live in e.g. Brooklyn / Springfield
Town: Put the state / area you live in e.g. New York / Sau Paulo County:
Put the Country you live in e.g. USA / Turkey
Post Code: You may have a postcode, or a zip code, but if not please leave this box blank.
6. When you have made payment, please include a copy of the payment receipt issued to you via the University's online payment system with your application.

To pay by bank transfer

Please make payment to the University's bank account in accordance with the following details:

Bank Name: National Westminster Bank
Account Name: University of Westminster
Bank Address: PO Box 3038
57 Victoria Street
London , SW1H 0HN, UK

Account Number: 48303542
Bank Sort Code: 56-00-33
Swift/BIC Code: NWBKGB2L
IBAN Number: GB95NWBK56003348303542

7. When making payment by bank transfer, please ensure you include a description of the payment by clearly writing **your name** followed by '**Study Abroad Programme Application Fee**' as the description.
8. When you have made payment, please include a copy of the **BACS remittance advice** that you receive from the bank with your application form as proof of payment.