The following will guide you through how to pay your tuition and residence fees using CIBC Student Pay.

1. Log into the MyUofC portal

From the My Financials page, select the CIBC Payment Portal link, or navigate to https://www.ucalgary.ca/registrar/cibc-foip-notice.
2. If a third party is paying fees on your behalf, select the Agent / Recruiter option. Select the fees you wish to pay and input the amounts you wish to pay. Please note, you can pay for both Residence and Tuition and General Fees in one payment; select both payment types at Step 2 below and enter the amounts you wish to pay. Finally, select the country you are paying fees from, and select Next.
3. Select the **Method of Payment**, choose the currency you wish to pay in, then select **Next**. Payment options vary from country to country, and some currencies will include a service charge. Credit Card payments are accepted, though a small service fee may be charged, which will be clearly noted. If paying by credit card, go to **Step 8**.
4. Complete the **Student Details** page; select **Next**.

5. Complete **Payer Details** if the individual making the payment is not the student, such as a third party or parent. If the student is making the payment, select **Use Student Info**. Select **Next**.
6. Review payment details. If accurate, select **Continue as Guest**, or login with a CIBC account, agree to the Terms and Conditions; select **Submit**.

7. Select **Download Instruction Sheet**. The Payer must bring these instructions to their local bank, where they will be able to facilitate a bank to bank transfer. **Please note:** payment is not sent to your UCalgary account until the payer completes this step through their local bank.
8. Credit card payments are completed online, though a small service fee may be charged by the credit card company. If paying by credit card, choose one of the available credit card options; select Next.

9. Complete the Student Details page; select Next.
10. Complete **Payer Details** if the individual making the payment is not the student, such as a third party or parent. If the student is making the payment, select **Use Student Info**. Input the credit card information. Select **Next**.
11. Review the payment details. If accurate, select **Continue as Guest**, or login with a CIBC account, agree to the Terms and Conditions; select **Submit**.

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**End of Procedure**

**Related Guides:** Fees & Financials – Pay your Fees with Convera Global Pay for Students
Fees & Financials – Understanding your Fees