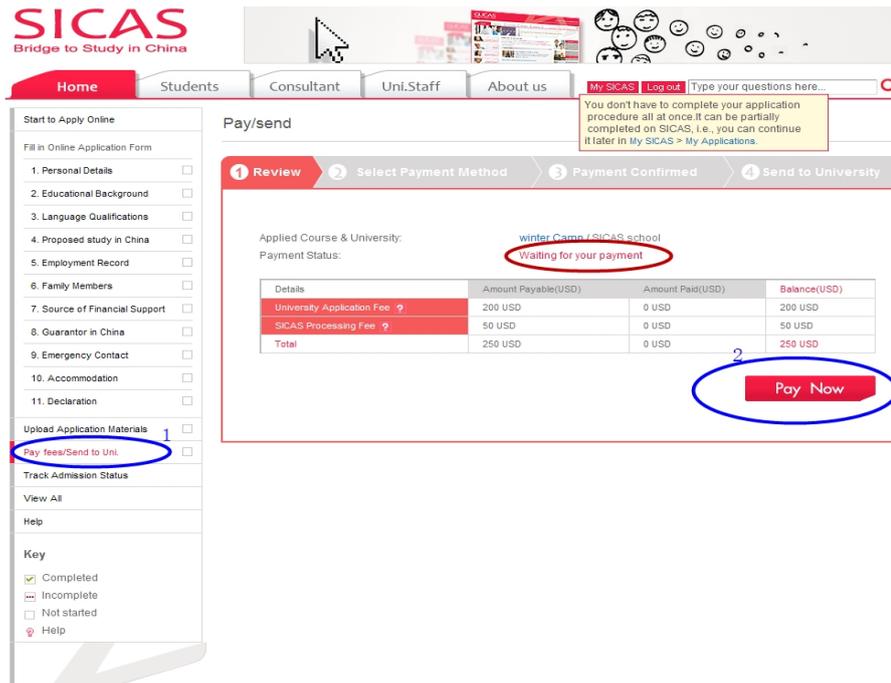


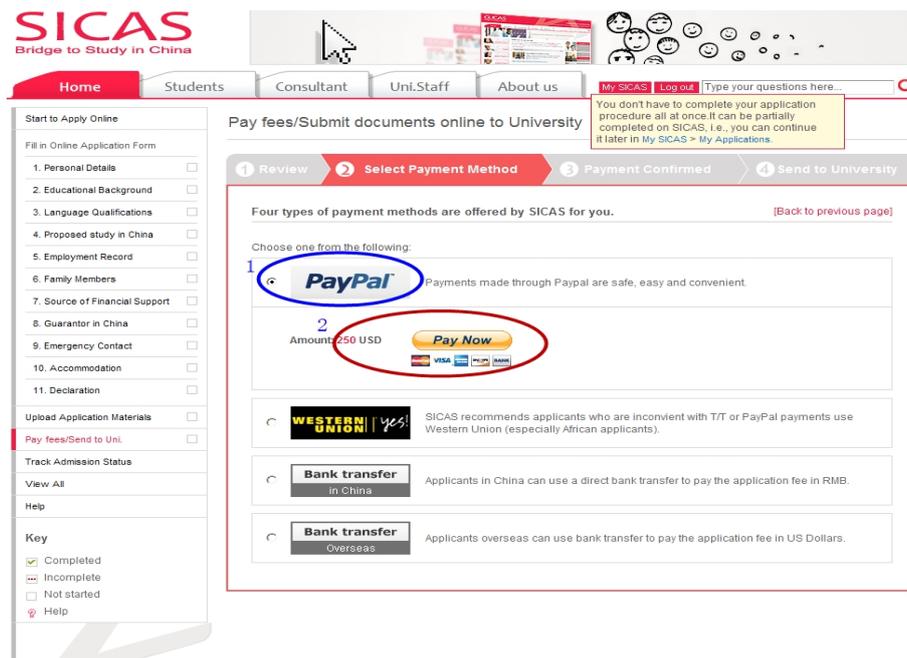
Step 3 Pay Fees/Send to University

This step allows you to make payment and submit your student’s application to the university. Please pay the application fee and SICAS processing fee in order to submit the application. **An application fee** is charged by the individual university or universities that you apply to. The application fee of a Chinese university is usually between 60-120 USD depending on schools and types of courses. Based on the agreements between SICAS & China’s universities; SICAS does the collection of application fees for universities. **A SICAS processing fee** is charged for the operation and maintenance of SICAS (50 U.S. dollars).

Picture 8-1 Pay fees/Send to Uni: Click “Pay fees/Send to Uni” on the left menu, you will see that your payment status is “Waiting for your payment”. Click the button “Pay Now” to begin Step 3.



Picture 8-2 Select a Payment Method: Four types of payments are offered by SICAS for you. If you choose to pay by PayPal, select it and click “Pay Now”.



Picture 8-3 Pay by PayPal: You will be directed into the page as following. Check the order summary carefully before enter your payment details. Then, click “Review and Continue” and finish the left procedure. After you pay your fees successfully, you will receive an conformation email from the official email of PayPal. Then, forward the email to your SICAS adviser and accounting@sicas.cn.

The image shows a three-step process for paying via PayPal:

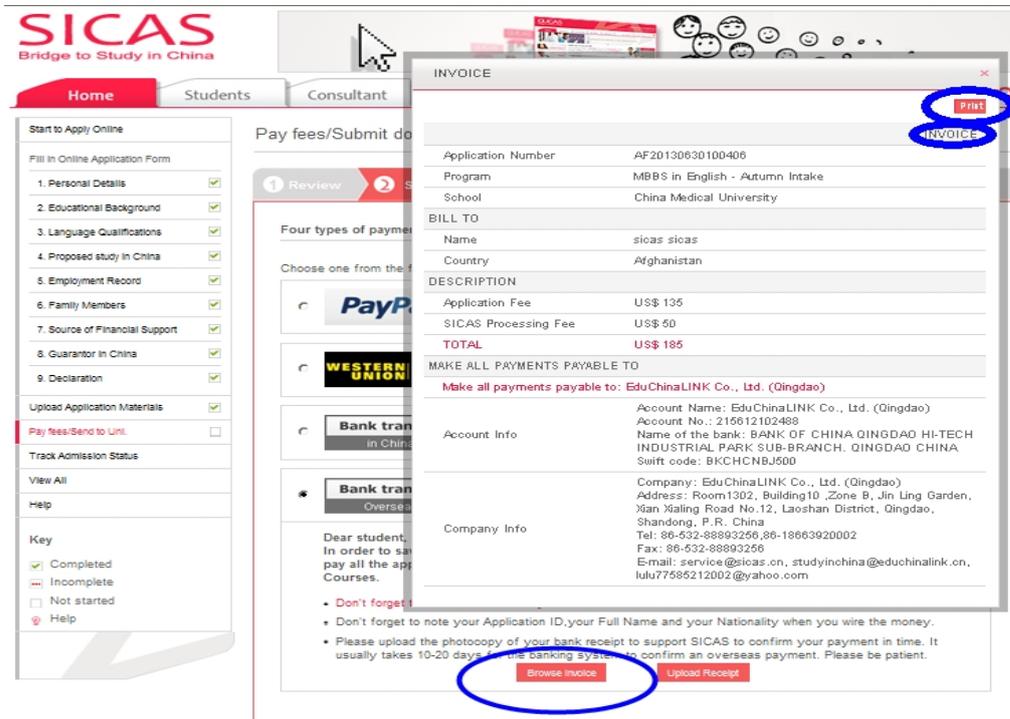
- Order Summary:** A table showing the purchase details.

Descriptions	Amount
winter Camp SICAS school Item number: BT20130703033634 Item price: \$250.00 Quantity: 1	\$250.00
Item total	\$250.00
Total \$250.00 USD	
- Payment Form:** A form titled "Choose a way to pay" with the "Pay with my PayPal account" option selected. The form includes fields for Country (China), Card number, Payment Types (VISA, MasterCard, Discover, American Express), Surname, Given name, Province or municipality, City / County, Address line 1, Address line 2 (optional), Postal code, Telephone (+86), and Email. A "Review and Continue" button is highlighted with a blue circle.
- Confirmation Email:** An email from PayPal with the subject "Receipt for Your Payment to 青岛国际教育咨询有限公司". It includes a PayPal logo, transaction ID: 6MY58Q29E346564M, and a summary of the payment:

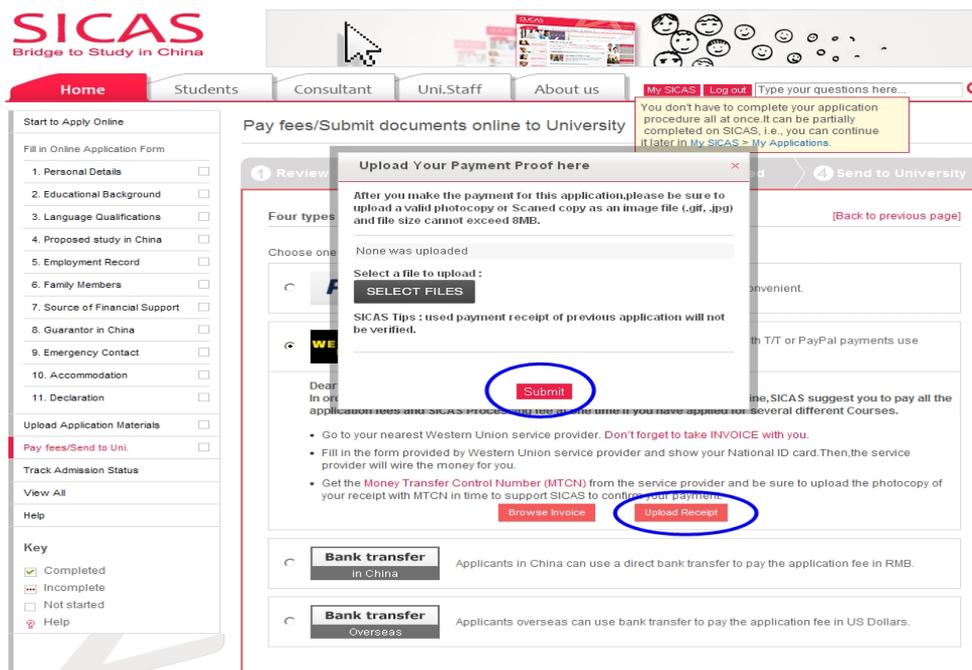
Description	Unit price	Qty	Amount
Mechanical Engineering and Automation Ningbo University Item Number G620130413111452	\$75.00 USD	1	\$75.00 USD
Subtotal	\$75.00 USD		
Total	\$75.00 USD		
Payment	\$75.00 USD		

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Copyright © 1999-2013 PayPal. All rights reserved. Consumer advisory- PayPal Pte. Ltd., the holder of PayPal Singapore. Users are advised to read the [terms and conditions](#) carefully.

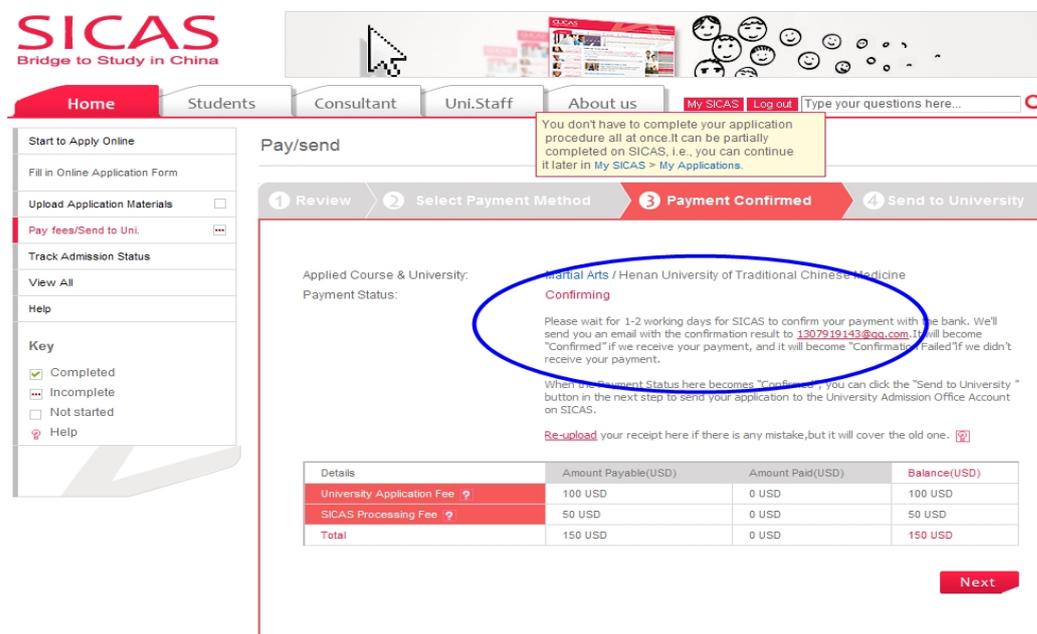
Picture 8-4 Pay by Western Union or Bank Transfer: If you choose to pay by Western Union or Bank Transfer (both in China and Overseas), the procedures are the same. Take Western Union as example. Select Western Union, then click “Browse Invoice” and you will see a pop-up window. Print out your invoice by clicking “Print” on the top of the pop-up window. Don’t forget to take it with you to the bank when you make payment.



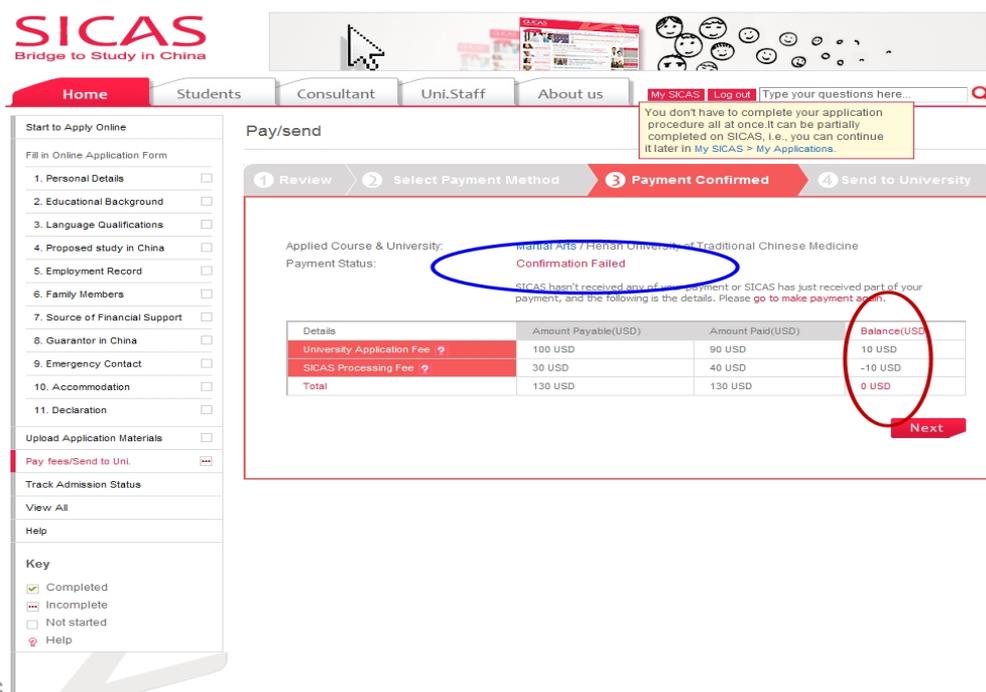
Picture 8-5 Upload Receipt: Upload a scanned copy of your payment receipt by clicking “Upload Receipt”, then you will see a pop-up window. Select the picture of your receipt in your computer and click “Submit”.



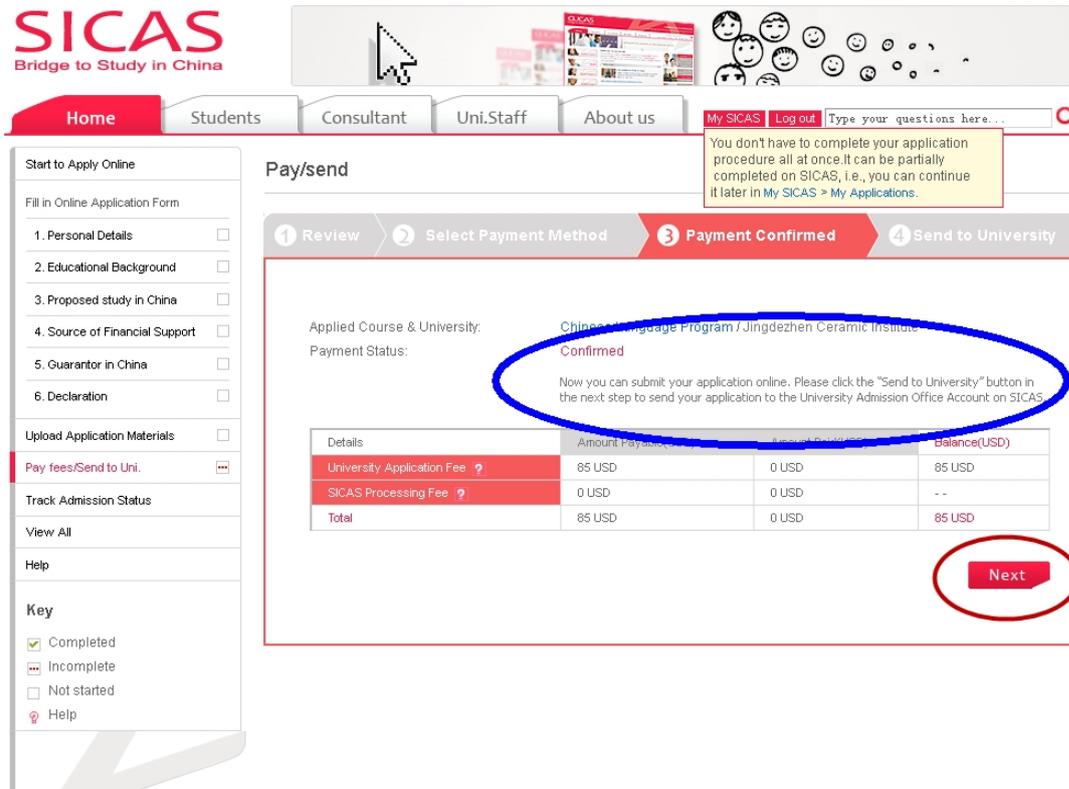
Picture 9-1 Confirming Payment: After you paid through PayPal or uploaded your payment receipt of bank, please wait patiently for 1-2 working days for SICAS to confirm your payment with the bank. During this period, your payment status will show as “Confirming”.



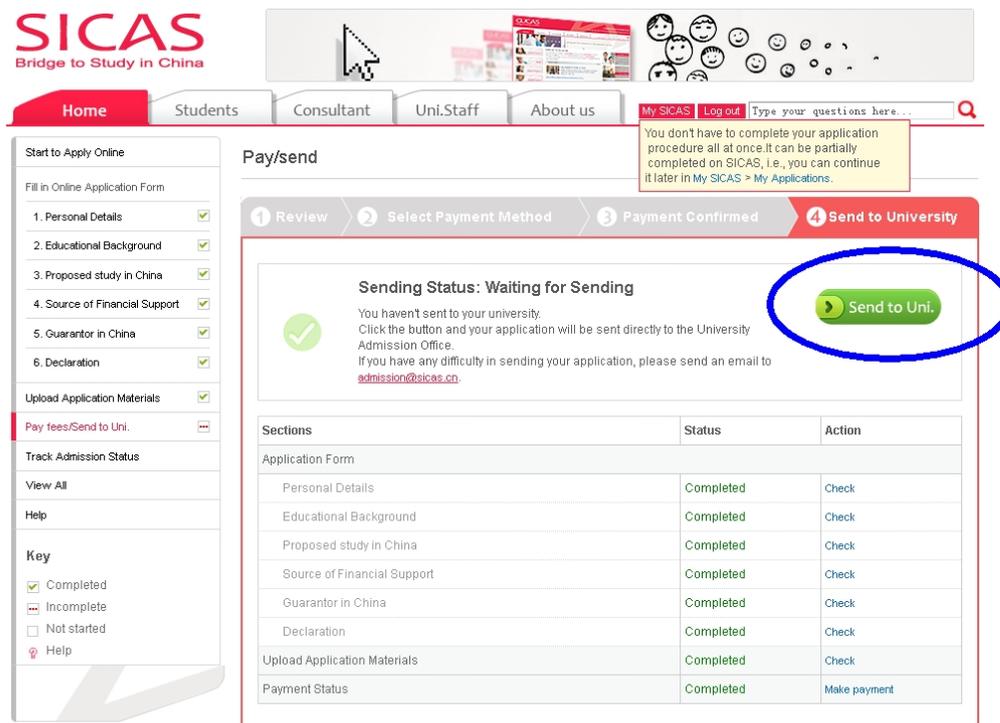
Picture 9-2 Confirmation Failed: You will receive an email with confirmation results from SICAS, once the confirmation process is finished. Your payment status will turn to “Confirmation failed” if we do not receive your payment. There are two reasons for this result. Firstly, the scanned copy of your bank receipt is not qualified. Secondly, you have not paid in full which means your balance is not 0 USD. Please re-upload the photocopy of your receipt or pay the rest fees. If you are sure that you have paid all fees and uploaded the qualified picture, but your confirmation is failed, please email your problems to your SICAS adviser and accounting@sicas.cn. We will solve your problems as soon as possible.



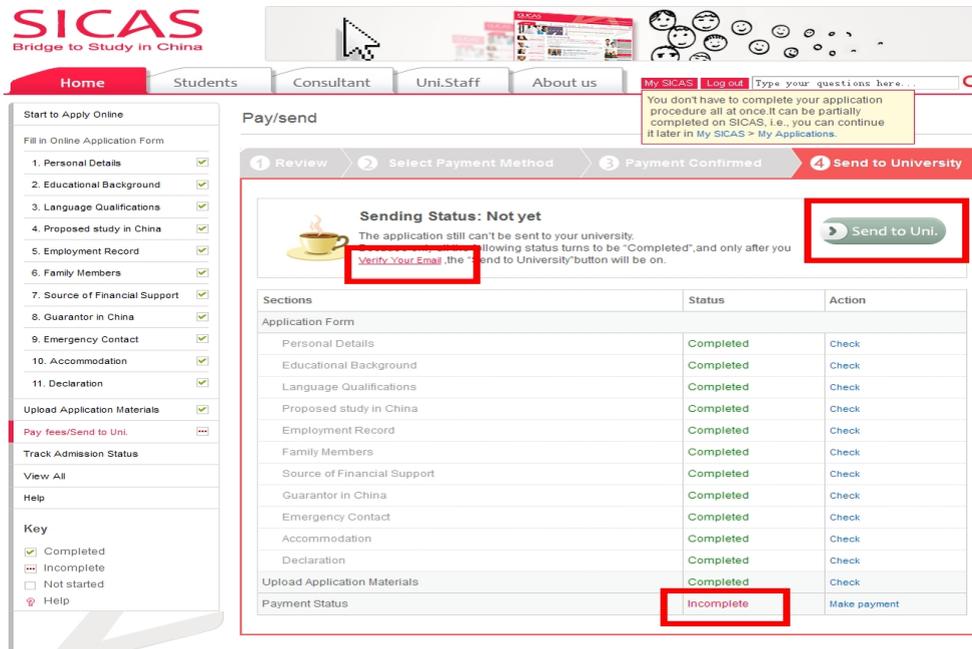
Picture 9-3: Payment Confirmed: If your student's payment status becomes "Confirmed", it means that we have received your payment. Then you can click "Next" to complete the rest procedures.



Picture 9-4 Green Button: If the button "Send to Uni" in this page is green, you can click it directly to submit your application to the university you apply.

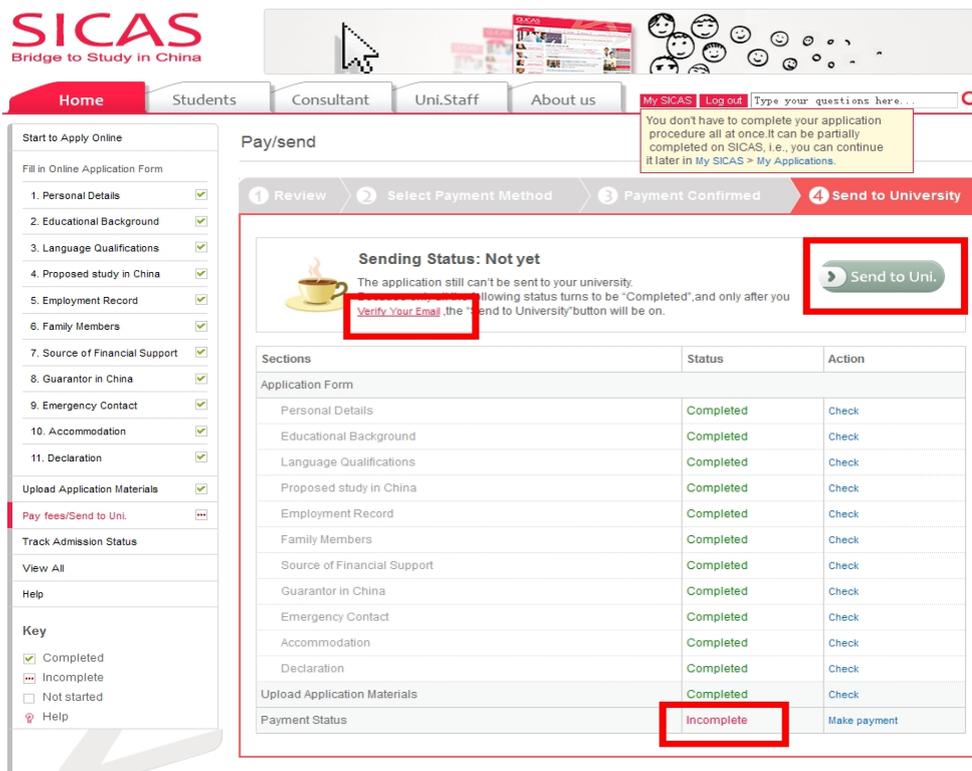


Picture 9-5 Gray Button: If the “Send to Uni” button is gray, it means that you have not fully completed step 1,2,3 or your have not verified your email address . If you have not completed any one step, the corresponding status will show as “Incomplete” in red. Please go back to complete all the steps of application. If you have not verified your email address, click “Verify Your Email”.



1 How to Verify your Email

Picture 10-1 Verify Your Email: Click “Verify Your Email” to have your email address verified.



Picture 10-1 Verification Code: You will be directed into the next page as following and you will receive an email with your “Verification Code” within a few seconds. Copy the code and paste it into the “Email verification code” blank and then click “Verify email” to have your email address verified.

Picture 10-3 Verification Successful: Finally, you will reach this page which notifies you that your email address has been verified successfully. You can return to the Welcome page and continue your application process.