

Methods of payment

BY INTERNET BANKING

If the student (or his/her parents/other persons paying on behalf of the student) has a bank account with HSBC Malta plc or Bank of Valletta plc, payment may be effected by internet banking by following the below procedure:

If bank account is held with HSBC Malta plc:

1. Enter the HSBC website – www.hsbc.com.mt
2. From the main menu select ‘Pay bills’
3. Select ‘Add Payee’
4. Press ‘Search’ button and select ‘University of Malta’
5. Type ‘**ID card No*Student Name**’ e.g. 123456M*JOEBORG
6. Press ‘Confirm’ button to acknowledge

At this stage, this payee has been added to your personalised payee list and you can proceed to pay your bill/tuition fee. Please note that the above six steps need **ONLY** to be made the first time you are using this payment facility.

Paying your bill

1. Select ‘Pay bills’
2. Select ‘Pay a bill’
3. Input the amount due
4. Specify the Course details in the transaction narrative field
5. Press ‘Pay’ button
6. Press ‘Confirm’

If bank account is held with Bank of Valletta plc:

1. Enter the BOV website – www.bov.com.
2. Select ‘Transfer of funds’
3. Select ‘Bill Payment Facility’
4. Choose ‘University of Malta’ in Company Name drop down menu
5. Input all necessary information as detailed on the screen and the amount due
6. Press ‘Continue’ button
7. Enter BOV Secure Key and press ‘Continue’

An official receipt will be issued by the Finance Office and sent to the payer (or your faculty office in the case that we do not have your mailing address yet) as soon as our bankers notify us that your payment has been duly processed.

OR

BY BANK TRANSFER

If residing in Malta, payment can be effected to the following locations as follows:
To any **HSBC** or **BOV** Branch in Malta or Gozo by depositing funds to the following bank accounts:

HSBC Malta plc	BOV plc
Account no: 085 031458 002	Account no: 16800269019
Sort Code: 44853	Sort Code: 22688
Swift Code: MMEBMTMT	Swift Code: VALLMTMT
IBAN:MT84MMEB4485300000085031458002	IBAN :MT24VALL22013000000016800269019
Address:52, Msida Seafront, Msida	Address:Ground Floor Premises, Fawwara Building, Triq l-Imnsida, Gzira, GZR1405

An official receipt will be issued by the Finance Office and sent to the payer (or your faculty office in the case that we do not have your mailing address yet) as soon as our bankers notify us that your payment has been duly processed.

AT THE UNIVERSITY MALTAPOST BRANCH

Payments may also be made by cash or cheque at the Maltapost Branch at the Msida Campus. The Maltapost Branch is located in the Administration Building; entrance from Car Park 5. Students are requested to present the invoice issued by the University of Malta and their ID Card to cashiers.

Cheques paid at Maltapost Branch are to be made payable to **Maltapost Plc.**

Opening hours are as follows:

Opening Hours

1 October - 15 June

0800hrs - 1600hrs

16 June - 30 September

0800hrs - 1130hrs

BY POST

Cheques sent **by post** are to be made payable to **University of Malta** and sent to the Director of Finance, Room 313, Administration Bldg, University of Malta.

For students paying from overseas, payment can also be effected by swift bank transfer to the bank accounts mentioned above. Please send a copy of the transaction to the International Office.

The International Office will only be able to register you as a student of the University of Malta on presentation of a receipt for tuition fees issued by the Finance Office.