1. **Overview of Online Payment**

Welcome to Sydney Student Online Payment!

IP Solutions is the University of Sydney’s online payment system, which will allow for applicants and Agents to make the following payments online using selected credit card.

- International Application fee
- Audition Fee

The acceptable Credit Card types are Visa and MasterCard.

Please read the instructions carefully to ensure the proper processing of your payment. Please have your Credit Card details ready before proceeding to pay.

2. **How do I process the payment?**

   i. At the first screen you will need to enter:
      a. Credit Card Number
      b. Expiry Date (ensure that the card is valid)
      c. Name on Card
      d. Card Security Code
      e. Email Address (this will enable us to send a payment receipt)

   ii. When all information has been entered please click on “Next”.

   iii. The next screen will show you information you provided on the previous screen. Please click on “Pay” to confirm details and Pay.

   iv. After you have clicked on the pay button the cancel button will disappear and the pay button changes to a “Processing” button.

   v. You will receive a Receipt/Confirmation of your payment to the nominated email address. Please retain a copy for future reference.

   vi. The final screen lists the details of your payment and includes a payment receipt number. Please ensure that you print a copy of this receipt.

   vii. You will then be taken back to the Sydney Student portal.

3. **How long does it take to process payment?**

   - Credit card transactions take about 10 to 15 seconds to process. After clicking the “Pay” button, please do not press the “stop” button or interrupt the web browser in any way.

4. **Who do I contact in regards to technical issue?**

   - If you experience a technical difficulty when making a payment online, please email epayhelp@usyd.edu.au describing the difficulty you experienced.
   - In the event you do not receive a response from the payment gateway (IE. Receipt screen), please do not process another transaction. Instead contact the Student Fees Team on (02) 9351 5222 or email fees.pay@sydney.edu.au the following day to find out the result of the transaction.