

## Methods of payment

### 1. 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](http://www.hsbc.com.mt)
2. From the main menu select 'Pay & Transfer'
3. Choose your bank account from where the funds will be transferred
4. If it is the first time you are sending a payment to University of Malta, choose '**Pay a new Company**'
5. Search the University of Malta
6. Enter amount to be paid
7. In Company Reference, enter your Student ID/ ID card number along with your name and surname e.g. 123456M\*JOEBORG
8. Follow instructions for 'Additional Security Required'
9. For Company Reference, use the student number/ ID card number (without letters)
10. Press 'Confirm' button to acknowledge

If you have made a transfer to the University of Malta before, choose '**Pay a company you've paid before**'

1. Choose University of Malta from the list of companies
2. Continue as instructed and confirm.

#### **If bank account is held with Bank of Valletta plc:**

1. Enter the BOV website – [www.bov.com](http://www.bov.com).
2. Select '**My Payments**' on the top taskbar
3. Select '**Pay a bill**'
4. '**Send Bill Payment to...**' Find 'University of Malta' on page 16 or else write University of Malta in the search bar on the top right
5. "**The payment details are...**" Input all necessary information as detailed on the screen and the amount due (*most important information is the **student** number/ ID card number, especially if payment is coming from an account which is not in the student's name*)  
**If you do not know the Invoice number, please re-input your ID card number/Student number**
6. Click Next and authorise the transaction

An official receipt will be issued by the Finance Office and sent to the payer by email as soon as our bankers notify us that your payment has been duly processed.

**If bank account is held with BANIF/ APS:**

Please effect a bank transfer through BANK OF VALLETTA as explained in Section 2 below “**By Bank Transfer**”

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**2. BY BANK TRANSFER**

Payment can be effected through a bank transfer by depositing funds to the following bank accounts:

**HSBC Malta plc**

**Acc. Holder’s Name: University of Malta**

**Account no: 085 031458 002**

**Sort Code: 44853**

**Swift Code: MMEBMTMT**

**IBAN:MT84MMEB4485300000085031458002**

**Address:52, Msida Seafront, Msida**

**BOV plc**

**Acc. Holder’s Name: University of Malta**

**Account no: 16800269019**

**Sort Code: 22688**

**Swift Code: VALLMTMT**

**IBAN :MT24VALL22013000000016800269019**

**Address: 219-220, Triq ix-Xatt, Gzira GZR 1022**

An official receipt will be issued by the Finance Office and sent to the payer by email as soon as our bankers notify us that your payment has been duly processed.

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